



## PR/109935 | Manager, Finance &amp; Accounting

## 募集職種

人材紹介会社

ジェイ エイ シー リクルートメント インド

求人ID

1570724

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年02月10日 11:01

## 応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

## 募集要項

## Job Description – Manager, Finance &amp; Accounting

The Manager – Finance & Accounting (Manager F&A) will lead and oversee all finance, accounting, taxation, compliance, and cash flow management of the company. The Manager will perform core accounting responsibilities while also supporting the Managing Director with cash flow management, budgeting, forecasting, credit monitoring, and broader commercial management tasks.

The Manager will also play a central role in establishing a financial governance framework, ensuring statutory compliance, and coordinating seamlessly with group offices in India, Singapore, and Japan.

## Section A. Core Responsibilities (Accounting &amp; Finance)

## 1. Financial Accounting &amp; Reporting

- Lead preparation of monthly, quarterly, half-yearly, and annual financial statements (P&L, BS, CF, schedules).

- Ensure timely month-end closing and maintain audit-ready books of accounts.

- Oversee daily transaction posting, GL reviews, reconciliations, and document integrity.

- Prepare financial reports for management in India, Singapore, and Japan.

- During the start-up phase, handle hands-on activities such as invoice issuance, basic entries, and document control.

**2. Audit, Compliance & Internal Controls**

- Ensure timely completion of statutory audit, internal audit, tax audit, transfer pricing audit, and related compliance audits.
- Maintain internal control systems, documentation standards, and process-level audit readiness.
- Coordinate secretarial compliance with Indian company law.
- Implement and continuously improve SOPs and financial control processes.

**3. Taxation & Commercial Finance**

- Oversee and execute income tax compliance, filing, reconciliation, documentation, and tax payments.
- Oversee and execute GST compliance, filing, reconciliation, documentation, and tax payments (GST, TDS/TCS).
- Guide commercial teams on tax structuring for Principal, Agency, JIT, and Value-Added business models.
- Coordinate with external advisors on transfer pricing documentation and assessments.

**4. Debtor/Creditor Management & Reconciliations**

- Monitor receivables and payables; ensure timely reconciliation and closure of pending items.
- Coordinate with sales teams to resolve disputes and overdue recovery actions.

**5. Finance Operations & cash flow management**

- Manage daily banking operations, fund movement, LC monitoring, and working capital facilities.
- Manage all issued Bank Guarantees, including validity tracking, renewal schedules, limit usage, and compliance with internal and bank requirements.

**Section B. Peripheral Responsibilities (Business Support)**

**6. Business Planning, Budgeting & Forecasting**

- Lead annual budget formulation including P&L, BS, and cash-flow planning.
- Prepare forecasts, variance analysis, and profitability studies for decision support.
- Support inventory valuation and reconciliations once stock-based business begins.

**7. Credit Management Support**

- Monitor customer credit exposure versus approved limits.
- Provide alerts when limits are approaching breach.
- Coordinate with sales teams on collections and overdue management.
- Ensure compliance with internal credit control policies.

**8. Strategic Business Support & Cost Optimization**

- Recommend cost-efficiency measures and operational improvements.
- Support treasury strategies to minimize FX losses.

**10. People Leadership & Organizational Development**

- Build and mentor junior members of Finance & Accounting team as the business expands.
- Promote transparent communication and disciplined execution.

**Qualification Requirements**

**Education**

- Chartered Accountant (CA) qualification is mandatory.
- Bachelor's degree or higher from an accredited and reputable higher-education institution, in a relevant discipline, is required.

**Experience**

- 10+ years post-qualification experience in Finance, Accounting, Tax and Audit.
- Experience in organizations with USD 100M+ annual revenue.
- Strong exposure to statutory audits and GST.
- Minimum 2-3 years of team management experience.
- Preferred: consolidated reporting experience, Japanese trading company experience, Microsoft Dynamics 365 BC.

- Experience coordinating with overseas offices (Japan, Singapore) is an advantage.

#### Skills & Competencies

- Strong command of Indian GAAP, Ind AS, GST, direct and indirect tax, TDS/TCS, transfer pricing, and import/export documentation.
- Hands-on capability for operational accounting & tax tasks.
- Strong ability to monitor credit exposure and ensure policy compliance.
- Excellent communication and coordination skills with India, Singapore, and Japan stakeholders.
- High analytical ability, commercial acumen, and strong Excel proficiency.

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会社説明