



PR/109976 | Finance & Admin Asst. Manager

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

1572877

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年02月03日 04:00

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

流暢

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

Position Summary

The Finance & Administration professional is responsible for managing the company's financial operations and administrative functions to ensure smooth day-to-day business activities. The role includes overseeing accounting, statutory compliance, budgeting, payroll, and financial reporting, while also handling office administration, vendor management, and facility coordination. This position plays a key role in supporting management through accurate financial information, regulatory compliance, and efficient administrative processes.

Key Responsibilities Finance

- Manage day-to-day accounting operations including accounts payable, accounts receivable, and general ledger.
- Prepare monthly, quarterly, and annual financial statements and MIS reports.
- Handle bank transactions, reconciliations, and cash flow management.
- Ensure timely filing of statutory compliances such as GST, TDS, PF, ESIC, income tax, and other regulatory returns.
- Coordinate with auditors, consultants, banks, and statutory authorities.
- Process payroll and manage full & final settlements.
- Maintain proper financial records and documentation for audits and internal controls.
- Possess basic knowledge in ECB, MCA forms filling, and RBI reporting.
- Monitor budgets, expenses, and cost control measures. Administration

- Manage office administration including facilities, housekeeping, security, and vendor coordination.
- Handle procurement of office supplies, assets, and services.
- Maintain records of assets, contracts, and agreements.
- Coordinate travel arrangements, hotel bookings, and reimbursements.
- Oversee office maintenance, renovations, and lease-related matters (Neemrana location).
- Support HR activities such as onboarding documentation, employee records, and policy implementation.
- Ensure compliance with company policies and procedures. Qualifications & Experience
- bachelor's degree in commerce, Finance, Accounting, or related field (MBA preferred).
- Knowledge of accounting standards, taxation, and statutory compliances.
- Proficiency in MS Excel and accounting software (e.g., Tally, SAP, ERP).
- Strong organizational, communication, and coordination skills.

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会社説明