

Controlling Assistant

Location: Beijing

Starting date: ASAP

About the Company:

Our client is an international architecture firm, who invents creative and durable solutions for resilient city planning, low carbon architecture and ecological design using digital tools. Our client offers a wide range of skills covering various project needs, and it has been developing its core activity around stations and interchange hubs for more than 20 years.

我们的客户是一家国际性建筑公司，使用数字化工具为弹性城市规划、低碳建筑和生态设计发明创造性和持久的解决方案。我们的客户提供广泛的技能，涵盖各种项目需求，并且20多年来一直在围绕交通枢纽发展其核心活动。

Mission:

- Follow the process of project, coordinate / corporate with other core department for the project initialization, Project Schedule etc.
关注项目全部流程，协调其他部门并为之配合完成项目启动，以及立项工作、关注项目进程等。
- Project Code Creation: including mainly assistance / verification on preparation of project budget and project initialization.
开立项目号：主要包括协助和核实项目预算以及立项表的准备。
- Project Budget follow-up: assistance on actualization of project budget in time including mainly: Comparison actual costs vs budget, and understand the deviation (if important) by communicating with related departments
项目预算跟踪：协助对项目预算的实际执行情况及时更新,主要包括: 比较项目预算与项目实际花费，并与相关部门沟通，理解重大偏差
- Estimation of Final Margin at Termination and Adjust the budget by considering the occurred actual costs at this stage and potential situation, with contribution from PD/PM and commercials, so that the budget can be realistic.
根据项目总监 / 项目经理以及商务提供的信息，在考虑目前项目实际已发生的成本的前提下，根据实际情况对项目预算进行适当的调整, 预估项目最终收益，以便更好地执行预算。
- Agree with related departments on the actualized budget with documentation (signature, etc.)
与相关部门对已考虑执行情况的预算达成一致，并将相关文件存档（签字或其他形式）。

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- Ensure the working hours' being completely fulfilled at closing period (monthly end and yearly end).
确保在职所有员工工时在月底和年底按时记入。
- Follow-up of Project progress (including work progress and receivables), and project status (contract signed or not).
跟踪项目进程（主要包括工程进度和收款情况），以及项目状态（合同签署情况等等）。
- Assistance on monthly and annual Group Reporting closure procedure (especially costs accrual and input)
协助月度以及年度结账 (特别是成本计提以及录入)。
- Ensure the accuracy of monthly and annual Group Reporting (consistence between Group Reporting and Statutory accounts).
确保月度以及年度集团报表的数据准确性（法定报表和集团报表的一致性）。
- Assistance on Business Review Preparation (Reporting Analysis).
协助准备营运回顾（报表分析）
- Assistance on set-up of Internal Control System (including mainly preparation of Flow-Chart, development on the controlling tools somehow in order to be in line with the business increase)
协助建立内部控制制度（主要包括准备流程图，设法开发控制工具以便适应业务增长的需要）
- Follow-up the realization of the defined procedure by testing and recommendation
根据测试跟踪流程的执行情况，并提出建议
- Work with other departments for tasks related to Controlling and management.
与其他部门之间就涉及管理以及控制的任務进行协调。

Requirements:

- Bachelor degree or above, major in financial management, accounting or related.
本科及研究生学历，财务管理、会计及相关专业。
- Fluently communication in English, French is preferred.
英语流利沟通，会法语优先。
- Careful, strong communication skills, good stability and strong ability to work under pressure.
细心，沟通能力强，稳定性好，抗压能力强。

Application:

Please send your resume to: **bj-hr@ccifc.org**

有意者请将简历投递至邮箱: **bj-hr@ccifc.org**

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