财务人员

Financial Coordinator

企业介绍：

About the Company:

我们的客户是一家处于全球技术前沿的法国科技企业，专注于为国际科研生态体系和重大科研基础设施提供重要的核心子系统与精密部件，其产品以卓越的精度和稳定的可靠性著称，对探索性与战略性项目的成功起到关键作用。

Our client is a French technology company at the forefront of global innovation. They specialize in providing essential core subsystems and precision components for international scientific research ecosystems and major research infrastructures. Their products are known for exceptional accuracy and reliable performance, playing a critical role in the success of exploratory and strategic projects.

主要职责

Key Responsibilities:

1. **会计核算与报告：**

   Accounting and Reporting:

   负责总账管理，完成月度、季度及年度结账工作，确保账务处理的准确性与时效性。

   Manage the general ledger, complete monthly, quarterly, and annual closings, ensuring the accuracy and timeliness of accounting entries.

   编制及分析各类财务报表（如资产负债表、利润表、现金流量表）及管理报表。

   Prepare and analyze various financial statements (e.g., balance sheets, income statements, cash flow statements) and management reports.

   建立并维护分析性会计体系，为成本控制及业务决策提供深度财务洞察。

   Establish and maintain an analytical accounting system to provide in-depth financial insights for cost control and business decision-making.

2. **税务与合规管理：**

   Tax and Compliance Management:

独立完成月度、季度及年度各项税务申报（如增值税、企业所得税、个税等），确保税务合规零差错。

Independently complete monthly, quarterly, and annual tax filings (e.g., VAT, corporate income tax, individual income tax) to ensure zero-error tax compliance.

负责公司全流程税务发票的开具、认证、保管与管理。

Oversee the issuance, authentication, safekeeping, and management of tax invoices throughout the entire corporate process.

研究与解读最新财税法规，优化税务筹划，有效管控税务风险。

Research and interpret the latest fiscal and tax regulations to optimize tax planning and effectively manage tax risks.

3. **财务运营与资金管理：**

Financial Operations and Cash Management:

高效处理电子银行业务，包括付款审核、资金调拨及银行对账，保障资金安全与效率。

Efficiently handle electronic banking transactions, including payment approvals, fund transfers, and bank reconciliations, ensuring fund security and operational efficiency.

独立完成全公司薪酬的核算、发放及相关个税申报。

Independently manage company-wide payroll calculations, disbursements, and related individual income tax filings.

熟悉国内银行保函、信用证等业务的申请与办理流程。

Proficient in the application and processing procedures for domestic bank guarantees, letters of credit, and related services.

4. **业务支持与审计协调：**

Business Support and Audit Coordination:

处理员工入职、离职、调动相关的财务手续（如薪酬设定、费用清算等）。

Handle financial procedures related to employee onboarding, offboarding, and transfers (e.g., compensation setup, expense settlements).

为业务部门提供专业的运营财务咨询与行政支持，协助业务流程优化。

Provide professional operational financial consulting and administrative support to business units, assisting in process optimization.

作为主要对接人，全面配合年度审计及各项专项审计工作，准备所需资料，确保审计工作顺利进行。

Serve as the primary liaison, fully supporting annual audits and special audits by preparing required documentation to ensure smooth audit execution.

5. **风险管理与流程优化：**

   Risk Management and Process Optimization:

   识别、评估并预测财务流程中的潜在风险，建立有效的内部控制措施。

   Identify, assess, and anticipate potential risks within financial processes, establishing effective internal control measures.

   持续优化财务相关制度和操作流程，提升财务工作的效率与规范化水平。

   Continuously optimize financial-related systems and operational procedures to enhance the efficiency and standardization of financial operations.

任职要求

Qualifications:

1. 财务、会计、金融或相关专业本科及以上学历

   Bachelor's degree or higher in Finance, Accounting, Banking, or related field

2. 至少5年以上财务全盘账务处理经验

   Minimum 5 years of comprehensive financial accounting experience

3. 熟悉全盘财务操作、有较强的分析和风险识别能力

   Proficient in end-to-end financial operations with strong analytical and risk identification skills

4. 卓越的内外部沟通能力及汇报能力

   Exceptional internal and external communication and reporting capabilities

5. 精通英语，可作为工作语言进行流利的书面及口头沟通（必备），熟悉法语者将被视为显著优势。

   Fluency in English as a working language for written and oral communication (mandatory); proficiency in French is a significant advantage.

6. 加分项： 熟悉国内银行保函、外汇管理等业务；熟练使用主流 ERP 系统

   Preferred Qualifications: Familiarity with domestic bank guarantees, foreign exchange management, and related operations Proficiency in mainstream ERP systems

投递方式

Application:

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

请将中英文简历及动机信发送至

Please send your Chinese and English CV and cover letter to

Bj-hr@ccifc.org

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