

Accounting Assistant

财务会计助理

Location: Beijing, China

Starting date: ASAP

Missions

- Responsible for the company's daily accounting processing, account accounting, to ensure that the truth and accuracy of financial documents and statements, according to the needs of internal management of the enterprise, monthly timely, true and accurate completion of the financial entry and the accounting processing work ;
负责公司日常会计处理、账务核算，保证帐目、凭证、帐表相符，根据企业内部管理的需要，每月及时真实、准确地完成财务录入及各项会计处理工作；
- Ability to assist in the completion of the closing of accounts, preparing various monthly, quarterly and annual accounting statements, assist ;
能够协助完成结账、协助编制各类月度、季度、年度会计报表工作；
- Strictly implement the national financial laws and regulations and the rules and regulations formulated by the company, so as to ensure that the procedures are complete, the contents are true, the data are accurate and the accounts are clear;
严格执行国家财经法律法规和公司制定的各项规章制度，做到手续完备、内容真实、数据准确、账目清晰；
- Contract review, document filing including contract, vouchers etc.
合同审核，合同、凭证等文件的管理
- Assists for the management of accounts receivable, accounts payable and fixed assets;
协助应收账款、应付账款和固定资产的管理

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Requirement

- Bachelor' s degree or above in French, with relevant working experience in accounting, financial management, etc. preferred
法语全日制本科及以上学历，具有会计、财务管理等相关工作经验优先
- Being familiar with PRC GAAP/IFRS and tax laws and regulations, good understanding of financial management knowledge
熟悉中国会计准则、国际会计准则与税务方面的法律法规，全面掌握财务管理知识
- Strong sense of responsibility, careful and meticulous work, self-discipline, good communication skills and teamwork spirit
责任感强、工作认真细致、自律，良好的沟通能力以及团队合作精神
- Very fluent in French as a working language, good command of written English
法语非常流利，为工作语言，英语读写流畅
- Good Computer Skills (Microsoft Office)
熟练使用办公软件（Microsoft Office）

Application 申请方式

Please send your French and Chinese CV to 请发送中法简历至：

wang.dan@ccifc.org

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