

Accountant

Location : Shanghai

Responsibilities

1. ACCOUNTING

- Ensure timely and accurate bookkeeping in the group accounting system, strictly following internal rules and French accounting standards.
- Perform consistency checks, including regular account reconciliation and clearing.
- Execute month-end, quarter-end and year-end closings: cut-off, provisions, balance-sheet substantiation.
- With external professionals, oversee local statutory accounting and reconcile local books with group accounts.
- Manage inter-company invoicing between the China offices and other group entities.

2. PAYROLL & TAX COMPLIANCE

- With external professionals, guarantee proper tax and social-security management (declarations and any other documents required for full regulatory compliance).
- HR: process payroll and handle employee administration.
→ Must-have: rigorous, on-time compliance with accounting, tax and payroll rules—both local and group—and transparent communication of all information.

3. MANAGEMENT CONTROL

- Provide the Finance Manager with all data needed to forecast client campaigns and track operating expenses.
- Work closely with the Finance Manager to ensure consistency between accounting records and forecasts.
→ Must-have: follow procedures and collaborate effectively with local management, finance teams and headquarters departments.

4. CLIENT CAMPAIGN FINANCE & TEAM SUPPORT

- Support operational and commercial teams throughout campaigns:
 - During tenders: prepare administrative files.
 - During execution: serve as a contact point when needed.
- Ensure timely delivery of high-quality client financial reports.
- Optimize cash management through regular invoicing and diligent monitoring of receivables.
→ Must-have: deep understanding of agency operations to provide effective support to operational and sales teams.

5.OTHER

- Supervise an accounting assistant/office manager, develop their skills and involve them in a wider range of tasks.
- Ensure efficient day-to-day office administration.

Requirements

- Accounting degree or equivalent qualification.
- Solid knowledge of French GAAP.
- Familiarity with management/cost accounting is a plus.
- 5 years' experience in a similar role or in an accounting firm preferred; prior experience in a French subsidiary in China is an advantage.
- Chinese: native or bilingual / French: very good command / English: good communication skills.
- Advanced Excel skills.
- Strong command of accounting and financial techniques.
- High level of rigor: accuracy, methodical approach, analytical and synthesis skills.
- Organizational skills and ability to take initiative.
- Strong interpersonal skills to manage relationships with diverse stakeholders in a multicultural environment.

Please send your resume to: sh-recruitment@ccifc.org