

Junior Accountant

Location: Guangzhou

Starting date: ASAP

Profile: Local

ABOUT THE COMPANY

Stos Advisory (Guangzhou Stu Consulting Co., Ltd.) (<https://www.stosadvisory.com/en/>) is a leading professional service firm specialized in accounting and finance, tax, and human resources in China. We deliver comprehensive solutions through three core business lines:

- **Finance, Tax and Accounting Services:** We assist management in implementing robust internal controls, and ensure accurate, compliant preparation of financial statements and tax declarations.
- **Interim Management:** We provide interim leadership support, taking on key roles such as Finance Manager, CFO, and HR Director for our clients.
- **Human Resources:** We assist our clients in implementing best-in-class HR practices to optimize their operations.

RESPONSIBILITIES

- Manage daily accounting work for client companies
管理客户公司日常会计工作;
- Responsible for monthly reconciliation, closing procedures and preparation of financial statements for client companies
负责客户公司的月度对账、结账程序和财务报表的编制;
- Handle tax declaration-related matters for client companies
为客户公司进行纳税申报;
- Manage payments for client companies
为客户公司安排付款事宜;
- Assist client companies in annual audit work and preparation for year-end tax settlement and annual inspection
协助客户年度审计、办理年度所得税汇算清缴及年检手续;
- Assist client companies in payroll calculations and payments
协助客户计算和支付工资;
- Other tasks as requested by project managers
项目经理要求的其他任务。

REQUIREMENTS

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

- Major in accounting, finance or related fields with a bachelor' s degree or above
会计、金融或相关专业本科或以上学历;
- 1+ years' experience in accounting or fresh graduates with the suitable abilities
一年或以上工作经验, 或条件合适的应届毕业生
- Able to deal with accounting matters independently; understanding of accounting and tax regulations;
familiar with accounting and office software
能独立处理财务方面的事务, 了解会计和税务相关法规, 熟悉财务和办公软件;
- Proactive, detail-oriented, responsible team player with good communication skills
态度积极、做事细心、责任心强以及沟通能力良好;
- Excellent time management skills and capable of working on multi-tasks
优秀的时间管理技能及能够完成多项任务;
- Competent in both written and spoken English; French is a plus
英语听说读写能力强, 会法语的优先考虑;
- Accounting certificate is preferred
具有会计证书优先考虑。

APPLICATION

Candidates who are eager to develop your career in this field and interested to join our experienced and open-minded team can send your resume to

cathy.wei@stosadvisory.com

vanessa.tang@stosadvisory.com

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