

Deputy CFO

Company

Established in France, our member nurseries are the regular and on-demand reception facility for 0-6 years old, the nursery proposes an educational project fully focused on children's well-being, rearing and education. Now they are looking for a vice CFO to operate and support the business development for Beijing branch.

Responsibilities

Strategy, Planning and Management

- Act as Chief Financial Officer and strategic business partner to the CEO.
- Assess and evaluate financial performance of organization with regard to long-term operational goals, budgets and forecasts.
- Provide insight and recommendations to both short-term and long-term growth plan of organization.
- Implement Navision Software within 6 months to provide critical financial and operational and HR information by automating the entire operation.
- Communicate, engage and interact with Board of Directors and the CEO.
- Create and establish yearly financial objectives that align with the company's plan for growth and expansion.
- Recruit, interview and hire finance, accounting staff as required.
- Serve as a key member of executive leadership team and round table discussion panel.
- Implement policies, procedures and processes in line with P&B procedures & policies.

Cash Management

- Reconcile weekly and monthly P&L revenues with cash collected in nurseries and cash in banks
- Establish accounting policies and procedures for credit and collections, purchasing, payment of bills, and other financial obligations
- Control the cash flow position throughout the company, understand the sources and uses of cash
- Oversee weekly cash management, approve large payables, sign checks, authorize wires
- Supervise Accounts Receivable management and provide guidance relating to the collection process

Financial Analysis, Budgeting and Forecasting

- Prepare and present monthly financial budgeting reports including monthly profit and loss (consolidated and by nursery), cash flow, and Balance sheet analysis.
- Review and analyze monthly financial results and provide recommendations.
- Elaborate the annual company budget.
- Feasibility studies for new Nurseries whether Green Field or Acquisition
- Clear and accurate 5 years projections of Existing and New
- Thorough and Accurate Due Diligence, Finance and Legal, for any new Acquisition

Accounting, General Ledger, Administration and Operations

- Supervise the accounting department to ensure the proper functioning of all systems, databases and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Review and ensure application of appropriate internal controls, and financial procedures in line with KFG policies.
- Ensure timeliness and accuracy of financial and management reporting data for funders and company's board of directors.
- Oversee the preparation and timely filing of all local, state and federal tax returns.
- Work with Human Resources to ensure appropriate legal compliance.
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
- Oversee preparation of annual financial statements.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
- Hire, develop and manage accounting managers and staff
- Serve as a key point of contact for local external auditors (Deloitte); Manage preparation and support of all external audits.
- Coordinate and strategize methods used to attain team goals with Chief Accounting Officer and Nursery Directors.

- Keep a tight grip at all times of costs and mainly Staff Cost by working very closely with HR.

Financial Management

- Manage cash flow planning process and ensure funds availability and visibility for CEO.
- Oversee cash, investments and asset management area.
- Explore new investment opportunities and provide recommendations on potential returns and risks.
- Maintain outstanding banking relationships and strategic alliances with business partners.

Financial Relations and Policies

- Engage board of directors to develop short term and long term plans, projections and budgets.
- Represent company to banks, financial partners, institutions, investors, public auditors and officials.
- Remain current on audit best practices as well as state, federal and local laws regarding company operations.

Requirements

- Bachelor's degree or above in finance, accounting, or related field
- Mid-level accounting certificate, CPA (certified public accountant) preferred
- Minimum 3 years of experience as vice-CFO or other equivalent experience ; rich experience in head of accounting/Accounting supervisor in MNC group is preferred.
- Audit experience is an asset; solid corporate tax knowledge
- Excellent command of English and Chinese ; French is a plus
- Autonomous , Rigorous, Team Spirit, Strong organization, communication skills methodology, adaptability in a growth context, respect of deadline, IT skills

Please send your resume to:

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