

财务经理 Finance Manager

工作地点: 佛山

薪酬范围: 22-28K/月

职务概述 POSITION SUMMARY

整体负责公司财务, 会计, 财税事务, 领导和协调公司管理, 企业规划, 会计, 预算等工作

- Responsible for all financial, accounting and fiscal aspect of company, Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company.

领导财务团队符合法规要求, 高效工作

- Lead the financial team in accordance with efficiency and compliance standards

负责中国及国际标准财务报告

- Capable to do the PRC and IFRS recording and reporting

与香港会计事务所联络, 协助香港分公司的财务管理

- Also provide the finance assistance of the HK entity, in liaison with the local accounting firm to who the daily operation is subcontracted

职责 RESPONSIBILITIES

Accounting and financial controls 会计及财务控制

管理财务系统, 持续发展会计及财务流程, 发展团队工作效率, 达成工作目标

- Manage the financial system, oversee the continuous improvement of accounting and financial processes and the development of the team with the goal to achieve best practices and optimal output.

监督会计制度和流程, 满足公司业务需要

- Develop and oversee accounting policies and procedures to meet company business needs

监督外部审计, 检查和分析审计结果, 对经审计的财务报表提出批准意见

- Oversee the external audit, review and analyze results and recommend for approval the audited financial statements.

负责向总经理, 总部或外部机构准备财务报告

- Prepare the financial reports to GM, to headquarters, and to external parties

及时掌握了解财务条例或法规的调整变更

- keeping abreast of changes in financial regulations and legislation

负责损益表报分析, 以及分析- 法定账户对账

- In charge of the analytical P&L and reconciliation between analytical and statutory accounts

总部IFRS及成本控制汇报

- Group IFRS and cost control reporting

中国法定账户与集团IFRS账户一致

- Reconciliation between chinese statutory accounts and IFRS Group accounts

Cash and risk management 现金及风险管理

管理与银行业务关系, 保障高效运作

- Manage ongoing banking relationships for maximum efficiency.

监督现金管理职能

- Oversee the cash management function

提升对现金流量预测，保持长期现金预测

- Develop cash flow forecasting and maintain a long term cash forecast.

负责风险管理

- Responsible for risk management program.

监督保险年度更新，确保合适的保险范围

- Oversee the annual insurance renewal process and ensure appropriate coverage is maintained at all times

保证合同法律审查，根据需要，征求外部法律咨询建议

- Ensure appropriate legal review of contracts and solicit external legal advice as required

Financial reporting 财务管理

负责向公司及总部做财务报告

- Responsible for financial management reporting internal and headquarters

提供月/年度财务状况及结果分析

- Present monthly and year-to-date financials with accompanying analysis of results.

编制准备每月财务报表

- Develop and prepare a monthly financial reporting package.

Budgeting 预算

负责编制季度预算并向总经理汇报

- Managing quarterly budgeting, supporting GM

Leadership 团队领导

确保部门，跨部门的团队合作以及客户服务

- Ensure the team delivers the high standard of departmental, cross departmental teamwork and customer service.

财务和会计团队目标完全与公司发展目标一致

- Develop finance and accounting team goals that are fully aligned with the company goals.

提供培训，指导和支持，制订团队人员职业发展规划，通过绩效管理，使充分发挥个人潜能

- Provide coaching, guidance and support, set professional development plans to assist team members to reach their full potential through the performance management process.

请将简历发送至

Please send your CV to

liu.wanqian@ccifc.org