

CFO

Location: Beijing

Starting date: October 2020

RESPONSABILITIES

➤ **Administrative management**

- Ensure the installation of the control system.
- Set up with management and control management procedures.
- Guide the Adm. officer daily work, monitor the adm. Work.
- Ensure compliance with procedures and deadlines.
- Participate in administrative monitoring of staff
- Control Certificates and Corporate License well registration and annual declaration
- Assist Group IT to Lead IT China
- Report to GM activities

➤ **Finance, Accounting, Management Control, Reporting, Analysis**

- Guide Accounting books, journals and reports under PRC GAAP.
- Ensure the three companies' financial and accounting documents in accordance with the Chinese government requested before the deadlines.
- Implement the consolidation of financial data and enforce French and international accounting standards (IFRS) in relation with Group CFO and Group finance team.
- Participate in the control of industrial and commercial management and the preparation of the results.
- Assist budgeting in accordance with management's strategic choices.
- Organize the development of the company's financial management system and associated regulations, implement Financial Policies and improve the company's financial monitoring system.
- Responsible for training and optimizing the team of financial personnel, training, evaluation of financial team members.
- Use the principles of financial management skill to base corporate decisions and assist in the formulation of the company's strategic financial plan.
- Establish and improve the financial accounting system and put in place effective internal control through the analysis management report

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- Financial risk control of major potential projects and commercial activities.
- Participate in analysis and decision-making on important issues of society and provide the financial analysis and financial decision-making for issues such as business operations, business development.
- Resolve tax, tax, customs (finance part), SAFE issues under China's laws.
- Ensure that the end of year closing occurs without any audit issues.
- Assist, consult and control the JV company finance issues.
- Report to GM and Group headquarters for China Finance

➤ **Cash, credit, collection, banking relationships**

- Monitor three companies' cash flow situation, analyze compared to forecasts.
- Define and monitor the credit policy in collaboration with the sales department.
- Contact with SAFE, the banks in good relationship for keep the good rating level companies finance reputation in the government system.
- Control and validate the daily payments books of accounts and cash journals
- Ensure the companies' working capital chain smoothly
- Manage the companies' assets records completed and correct.

➤ **Business Law, Taxation**

- Control the legal commitments of the companies (insurance, outsourcing, JV ...) by centralizing all the contracts established.
- Check business contracts in according to the Chinese Law
- Monitor customs clearance, insurance, and cooperate well with the supply chain team for inventory.
- Organize the NVA system planning and using.
- Report to the GM and Group Legal team for China

General Services

- Negotiate centralized or outsourced service contracts (telephony, maintenance, supplies, etc.).
- Using the management tools to reduce general service costs.

➤ **Insurance**

- Responsible for the insurance of Chinese companies

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- Negotiate with Insurance Company, Insurance Intermediary and Public Assessment Company to compensate for insurance losses, to reassure that the interests of the company are maximized.
- Suggest to GM from insurance management side to reduce the cost of insurance services.
- Report to GM and Group's Insurance team for China

REQUIREMENTS

- Bachelor's degree in Accounting. -Experienced in MNC overall controlling,
- 8+ years' experience in manufacturing industry prefer, but not must
- Good communication skills, logical thinking is MUST-Experience in working with a Corporate HQ
- Fluent English speaking and writing skills

APPLICATION

Please send your resume to: zhao.lys@ccifc.org

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