

Finance/HR Manager

Location: Beijing

Sector: Manufacture & Environment

Starting date: ASAP

ABOUT THE COMPANY

Our client is a world class manufacturer of ambient, emission and process monitoring systems, which is committed to providing innovative solutions for industries and the environment.

RESPONSABILITIES

This position will be responsible for accounts, finance, audit, tax, cost control

- Assist GM in daily operation management. Ongoing reviews and recommendations of improvements to processes, procedures, and internal controls.
- Responsible for all monthly, quarterly, annually internal and external financial reports and statistical reports, prepare and submit group financial reporting packages to French headquarter.
- Routine communication with French headquarter and sister companies, ensure the accuracy of intercompany balances.
- Monthly AR, AP and bank statements reconciliation, Fix Asset Management.
- Manage all taxation issues, monthly, quarterly, annually Tax Declaration, VAT, EIT and stamp tax, handle VAT exemption for overseas services related revenue to maximize company's tax benefit.
- Take a lead role in the accounting systems upgrade and implementation.
- Co-ordinate with the external auditors to complete the annual audit.
- Management of HR administrative function, including payroll, IIT, and benefits selection.
- Responsible for all certificates and licenses annual renewal.
- Monitor inventory status, deliver periodical sales and inventory reports.
- Manage relationships with banks, tax bureau, SAFE, and other local authorities.

REQUIREMENTS

- Bachelor degree with a minimum of 4 successful year experience in a similar position
- Worked previously for a European or American business
- At least mid-level qualification certificate of account
- Be positive, proactive, able to work under pressure
- Excellent communication and presentation skills
- Good English skill (reading, writing, speaking)

APPLICATION

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

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