

Business Controller Junior

Company

In regards of our client group targets, Be the relay in China for financial subjects, facilitate work between financial, operation & sales department. Support team regarding business control, accounting control and other financial subjects

Responsibility

- Reporting & control
 - Support reporting production (operational, commercial & financial) & communication with interested parties
 - Ensure data quality in systems (operational data & financial)
 - Conjoint work with business controller to continue developing new KPIs and report Timely production of reports and global data quality
- Accounting closing
 - Relay with BC to produce needed figures for monthly closings and provide support to accounting consultants
 - Relay with accounting consultants for punctual request
 - Ensure checks on accounting data, audit Quality of financial outputs
- Follow up procedure & project development
 - Audit processes, identify possible problems and mitigate
 - Identify and work with BC on project to improve activity (automatization of manual tasks, digitalisation...)
 - Global efficiency of the office
- Back up to cashier
 - Fapiao opening
 - Daily follow up of bank accounts
 - Timely production of reports and fapiao
 - Back up invoicing team (when volume high)
 - Invoice freight and associated charge / local charges to customers/shippers
 - Timely invoicing and quality

Please send your resume to: sh-recruitment@ccifc.org