

## 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](mailto:zhao.fleur@ccifc.org)

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