

## Consultant for Corporate Management/Outsourcing services

### Company

Our client is based in Shanghai, it is a subsidiary of a French banking group, and it is the leading French consulting firm for managing foreign subsidiaries of small and mid-caps.

### 1. Reporting relationships

The direct supervisor of the Employee is the Business Line Manager in charge of the Corporate Management Team in Shanghai (currently a team of 9 people including the Manager).

### 2. Job Description

#### 2.1. Accounting

1) Monthly Book-keeping:

- a) Clear up and post the original bills sent from Client Companies
- b) Prepare the voucher, ledger and financial statements in Kingdee Software
- c) Preparing monthly reconciliation for all accounts including bank reconciliations
- d) Prepare the payroll and social charges calculation
- e) Compilation of information for government statistical reports when required
- f) Maintaining an accurate and complete trail of supporting documentation
- g) Maintaining up-to-date, complete, and systematic filing systems
- h) Assisting in client's bank transaction management

2) Tax declaration:

- a) Prepare the tax declaration based on the financial statements reviewed by consultant

3) Year-end closing:

- a) Maintaining year-end papers and spreadsheets and assisting with preparation for audit

Regarding accounts that are assigned to her/him, the Employee will:

- manage relationships with clients
- if needed, prepare quotations on requests from clients and have them validated by her direct supervisor
- execute or cause to execute requests from clients
- report to her direct supervisor any significant events that might impact our company's relationship with the clients

- maintain documentation such as activity reports, timesheet, archives, etc.
- manage relationships with service providers, subcontractors and more generally any third parties involved in engagements with her accounts

## **2.2 Consulting services**

a) Depending on clients' needs and requests, provide information and explain regarding various topics related to China business environment and the differences with the French environment.

Topics can include: HR (French vs China social benefits system, etc.), tax (VAT, etc.), foreign exchange, bank management, etc.

b) Writing memo and report to clients

## **2.3 Incorporation**

For branch incorporation services:

a) communicate with client to explain and follow up the incorporation

b) prepare the documents needed for incorporation (with subcontractors)

c) follow up all the process with client, subcontractors, local authorities, bank

## **2.4 Continued improvement**

The Employee will seek to maintain and broaden her technical knowledge and expertise on issues like but not limited to accounting (IFRS and Chinese Gaap), financial, taxation, administration of representative offices and WOFE, human resources management and corporate laws. As much as possible, she/he will share her/his expertise and look for training more junior staff.

## **Qualifications**

To be able to perform those tasks, the Consultant must:

- be fluent in Mandarin, English or French (oral and written).
- have a graduate or undergraduate education background
- previous exposure to French companies and France business environment
- China accounting certificate is a "Plus" (上岗证)
- have a strong command in Excel, PowerPoint, Word and accounting software like Kingdee.
- have good oral and written communication skills as extensive contacts with clients and third parties are required.
- ability to manage a portfolio of 8-10 clients

***Please send your resume to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)***