

FINANCE OFFICER JOB DESCRIPTION

Job Title:	Finance Officer 财务专员
Line Manager:	Finance Director 财务总监

Purpose of Job

N/A

Duties and Responsibilities

Accounting:

1. Responsible for all the accounting vouchers collection, authenticity verification, and documentation; To ensure compliance with the internal control policies and the statutory reporting requirements of all financial transactions.
2. Responsible for processing payments, including employee reimbursements.
3. Tuition and other school fees billings and manage accounts receivables
4. Preparation of financial reports on time; assisting in Financial analysis; budgeting
5. Cooperate the school operation team with the inventory management and the fix assets management
6. Actively engage in various audit and reviews projects for statutory reporting and management reporting purposes.

账务处理:

1. 负责收集各类应付应收固定资产等原始凭证, 保证支付的合规性以及审核原始单据的合法性、准确性; 负责记账凭证的编号、装订; 保存、归档等财务相关资料。
2. 负责各类应付款、报销款等审核;
3. 开具发票, 以及应收款账单 (按月\学期\学生); 管理应收账款
4. 编制财务报告; 协助财务分析报告; 协助编制校区预算
5. 协助校区营运团队管理固定资产与存货和其他资产
6. 协助各类财报审计、检查

Taxation:

1. Conduct statutory filing with regularity, assist the headquarters in tax planning at a boarder level
2. Liaison with the local authorities and the related local authorities in the effort of compliance
3. Assist the annual tax declarations timely

税务申报:

1. 负责日常税务申报, 协助税务筹划
2. 负责与税务专管员以及工商管理等主管部门的联络; 及时通报税务政策更新, 协助保证合规
3. 按时保质完成税务申报

Treasury:

1. Conduct the bank account opening and be a liaison to the local banks
2. Assist day-to-day fund management, including bank reconciliation and cash-position reporting, and initiate the cash flow forecast.
3. Ac Hoc assignments

资金头寸管理:

1. 负责银行开户等与当地银行工商的接洽工作
2. 负责日常资金管理, 包括收费银行对账, 网银支付申请以及现金流预测; 登记银行日记帐, 现金日记帐及填写银行存款余额表等
3. 办理其他有关的财会事务, 做好文书及日常事务工作

Requirements

1. Bachelor's degree in the majors of Accounting, Finance or Financial Management
2. More than five years of accounting or financial related working experience
3. Strong data analysis skills
4. Excellent communication skills in both English and Chinese;
5. Capable of handling multiple tasks in a fast-paced environment
6. Designations such as CPA, CTA, CMA is an asset

专业背景资质要求:

1. 全日制会计专业或金融、财务管理等本科学历
2. 5年以上财务工作经验
3. 较强的数据整理分析能力
4. 良好的中英双语书面与口头表达能力, 以及较强的解决问题和沟通能力
5. 统筹处理同时期多个工作任务的能力;
6. 持有注册会计师, 注册税务师或管理会计师证书者优先

Education is an ever-changing service, and all staff is expected to participate constructively in school activities and to adopt a flexible approach to their work. Each task undertaken may not be identified, while every effort has been made to explain the primary duties and responsibilities of the post. The post holder will be expected to comply with any reasonable request from the line manager to undertake a similar level not specified in this job description. This job description may be amended at any time following discussion between the line manager and staff member, and will be reviewed annually during the appraisal process, and will be updated in the light of the business needs of the school.