

职位说明： 财务主管

Job Description: Finance Supervisor

职位目标

该职位在财务经理的领导下负责财务控制年度预算体系正常工作，提供完整成套数据。负责收集汇总数据做好年度预算报告和滚动预算报告。给应付会计一定的支持确保日常付款审批流程按标准化程序顺利执行。提供及时准确的管理报表和 分析以助管理层进行决策。负责提供所有财务数据，报告给年底审计，税务审计和集团内部内控审计。完成财务领导交付的其他任务。

Position Goal

Under the leadership of the Finance Manager, this position is responsible for the normal operation of the annual budget system of financial control and provides a complete set of data. Responsible for collecting and summarizing data to prepare annual budget reports and rolling budget reports. Provide certain support to the Accountant Payable to ensure that the daily payment approval process is smoothly executed according to standardized procedures. Provide timely and accurate management reports and analysis to assist management level in making decisions. Responsible for providing all financial data and reporting to the year-end audit, tax audit and internal control audit of the group. Complete other tasks assigned by the Finance Leader.

汇报对象： 财务部经理

Reporting to: Finance Manager

岗位职责 Responsibilities

1. 管理报告和年度预算报告包、月度现金流量、季度滚动预测报告包的财务分析。总结预算需求；准备年度预算和滚动预测，本年度预算分析并进行未来预测。确保数据的准确性和及时性。

Financial analysis on Management report and annual budget report package, monthly cash flow, quarterly rolling forecast report package. Summarize the budget requirement; prepare the annual budget and rolling forecast, Budget analysis for current year and make future projection. Ensure data accuracy and timeliness.

2. 协助标准化操作流程并向管理层报告。

Assistant to standardize operational procedures and reporting to management.

3. 负责财务内部控制管理制度及相关实施流程的建立和持续改进，发现财务制度和流程中的内控缺陷并提出改进建议。

Responsible for the establishment and continuous improvement of the financial internal control management system and related implementation processes. Find out the internal control defects in financial system and process and propose improvement suggestions. Review general ledger voucher and participate in current account verification.

4. 审核总账凭证，参与往来账核对。审核每月财务报表，为总账和应付账款提供支持，以改进其工作。支持总账团队完成内外部审计工作，共同提供数据。

Review the monthly financial report package and provide support to GL and AP to improve their work. Support GL team to complete the internal and external auditing work, provide the data together.

5. 支持其他团队成员实现团队和个人目标，确保保持高水平的客户服务；每月准备内部会计和税务培训。
Support other team members on achieving team and individual goals, ensuring that high level of customer service is maintained; Prepare the internal accounting and tax training per month.
6. 根据需要为学术和管理团队提供服务或支持。安排专项财务和税务培训。
Provide service or support to academic and admin team per need. Arrange the special financial and tax training.
7. 履行领导交办的其他职责。
Perform any other duties assigned by leaders.

任职要求 Qualifications:

1. 学士学位以上学历，主修会计或相关专业。
Bachelor degree or above majoring in accounting or related majors.
2. 至少5年财务相关工作经验，至少2 年管理经验。跨国公司、会计师事务所或财务咨询公司经验优先考虑。
Minimum 5 years in accounting related experience, minimum 2 years' management experience. MNC, accounting firm experience or finance consulting firm experience preferred.
3. 中国注册会计师或特许公认会计师优先。
CPA (Certified Public Accountant) or ACCA (Association of Chartered Certified Accountants) preferred.
4. 优秀的中英双语沟通能力。
Excellent communication skill both in Chinese and English.
5. 有条理，能够在压力下工作并且注重目标实现。
Organized, able to work under stress and target - oriented.
6. 熟练使用办公软件，如word, excel, PPT等。
Computer literacy, skilled in office software, like word, excel, PPT...
7. 能在要求高、结果导向并且保密的环境中工作。
Able to work in demanding, result oriented and often highly confidential.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.