

Senior Financial Manager

高级财务经理

Location: Beijing

Starting date: ASAP

About the Company:

Our client is an energy sector company headquartered in Singapore. Its business covers the energy sector including oil trading, natural gas trading, transportation, shipping, etc., as well as investment consulting and so on. The positions opened for its company in Beijing are as follows.

我们的客户是一家总部位于新加坡的能源领域公司。其业务涵盖能源领域包含原油，天然气的贸易，运输，船运等方面，以及投资咨询领域等等。现为其坐落于北京的公司招聘职位如下。

Mission:

- 进出口贸易业务相关财务工作，熟悉进出口贸易结算、结汇、退税等作业，能够独立、熟练、准确地完成进出口外汇核销、出口退税申报、进出口结算、和银行的对接等整套流程

Financial work related to import and export trade business, familiar with import and export trade settlement, foreign exchange settlement, tax refund and other operations, able to independently, skillfully and accurately complete the whole set of processes such as import and export foreign exchange verification, export refund tax exemption declaration, import and export settlement, and bank docking

- 负责公司日常会计处理、账务核算，保证帐帐、帐证、帐实、帐表相符，根据企业内部管理的需要，每月及时、真实、准确地报送会计报表

Responsible for the company's daily accounting processing and accounting accounting, to ensure that the accounts, account certificates are consistent, and according to the needs of internal management of the enterprise, timely, true and accurate accounting statements are submitted every month

- 负责结账、编制各类月度、季度、年度会计报表，参与预算编制及审计工作

Responsible for closing accounts, preparing various monthly, quarterly and annual accounting statements, and participating in budget preparation and auditing

- 严格执行国家财经法律法规和公司制定的各项规章制度，做到手续完备、内容真实、数据准确、账目清晰

Strictly implement the national financial laws and regulations and the rules and regulations formulated by the

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company, so that the procedures are complete, the content is true, the data is accurate, and the accounts are clear

- 定期组织装订会计凭证、帐簿、银行余额表，表册等，妥善保管并归档
Regularly organize the binding of accounting vouchers, account books, bank balance sheets, form books, etc., and properly keep and file them
- 负责应收账款、应付账款和固定资产的管理
Responsible for the management of accounts receivable, accounts payable and fixed assets

Requirements:

- 本科以上学历·财务相关专业；
Bachelor degree or above, major in finance
- 具有中级会计师资格证书·具有3年以上大宗商品贸易会计经验；
Intermediate accountant qualification certificate, with more than 3 years of commodity trade accounting experience
- 熟悉国际业务、贸易相关财务政策、法规和规定·英文读写能力强；
Familiar with international business and trade-related financial policies, regulations and regulations, strong English reading and writing skills
- 有总账经验·可独立操作全盘账务。
Experience in general ledger and independent operation of overall accounting
- 熟练 office 办公软件及财务软件系统。
Proficient in office software and financial software systems
- 有团队合作意识和敬业精神·工作认真细致、责任心强。
Have a sense of teamwork and professionalism, work carefully and meticulously, and have a strong sense of responsibility

APPLICATION :

Please send your resume to: bj-hr@ccifc.org

有意者请将简历投递至邮箱: bj-hr@ccifc.org

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