

Financial Controlling

Location: Beijing, China

Profile: Local

Starting date: ASAP

MISSIONS

工作介绍

Project follow-up 项目跟踪

- Follow the process of project, coordinate/corporate with other core department for the project initialization, Project Schedule etc
关注项目整个流程，协调其他部门并与之配合完成项目启动以及立项工作。关注项目进程等。
- Project Code Creation: including mainly assistance/verification on preparation of project budget and project initialization
开立项目号：主要包括协助/核实项目预算以及立项表的准备。
- Project Budget follow-up: assistance on actualization of project budget in time including mainly
项目预算跟踪：协助对项目预算的实际执行情况及时更新,主要包括
- Comparison actual costs vs budget, and understand the deviation (if important) by communicating with related departments
比较项目预算与项目实际花费，并与相关部门沟通，理解重大偏差
- Estimation of Final Margin at Termination and Adjust the budget by considering the occurred actual costs at this stage and potential situation, with contribution from PD/PM and commercials, so that the budget can be realistic
根据项目总监/项目经理以及商务提供的信息，在考虑目前项目实际已发生的成本的前提下，根据实际情况对项目预算进行适当的调整, 预估项目最终收益，以便更好地执行预算

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

- Agree with related departments on the actualized budget with documentation (signature, etc.)
与相关部门对已考虑执行情况的预算达成一致，并将相关文件存档（签字或其他形式）
- Ensure the working hours' in system has been completely fulfilled at closing period (monthly end and yearly end)
确保在职所有员工工时已经在月底和年底按时记入系统
- Follow-up of Project progress (including work progress and receivables), and project status (contract signed or not)
跟踪项目进程（主要包括工程进度和收款情况），以及项目状态（合同签署情况等等）

Group Reporting 集团报表

- Assistance on monthly and annual Group Reporting closure procedure (especially costs accrual and input)
协助月度以及年度结账（特别是成本计提以及录入）
- Ensure the accuracy of monthly and annual Group Reporting (consistence between Group Reporting and Statutory accounts)
确保月度以及年度集团报表的数据准确性（法定报表和集团报表的一致性）
- Assistance on Business Review Preparation (Reporting Analysis)
协助准备营运回顾（报表分析）

Internal Control 内部控制

- Assistance on set-up of Internal Control System (including mainly preparation of Flow-Chart, development on the controlling tools somehow in order to be in line with the business increase)
协助建立内部控制制度（主要包括准备流程图，设法开发控制工具以便适应业务增长的需要）
- Follow-up the realization of the defined procedure by testing and recommendation
根据测试跟踪流程的执行情况，并提出建议

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

Coordination 协调

- With other departments for other tasks related to Controlling and management if any
因涉及管理以及控制的其他特殊任务与其他部门之间的协调

REQUIREMENT

要求

- Bachelor degree or above, major in financial management, accounting or related.
本科及研究生以上学历，财务管理、会计及相关专业
- French as working language is mandatory
法语可以作为工作语言
- Careful, strong communication skills, good stability and strong ability to work under pressure
细心，沟通能力强，稳定性好，抗压能力强
- This position is open to fresh graduates.

APPLICATION

申请方式

Please send your English and Chinese CV to

请发送中英文简历至

bj-hr@ccifc.org

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org