



# CONTROLEUR DE GESTION

**LOCATION:** Huzhou

**PROFILE:** Local

## RESPONSIBILITY

We are looking for a detail-oriented financial administrator to optimize our financial management procedures. You will be contributing to financial planning, preparing financial reports, and implementing best practices in financial administration.

To ensure success as a financial administrator, you should possess extensive knowledge of accounting principles and experience in a similar role. A top-notch financial administrator will be someone whose expertise translates into optimized financial processes and compliance with industry regulations.

## JOB PURPOSE

- Gathering, analyzing, and interpreting relevant financial data.
- Evaluating and optimizing financial controls and procedures.
- Updating daily transaction records and assisting with payroll administration.
- Managing accounts receivable and payable, as well as expenses.
- Keeping records of invoices and tax payments, as well as reviewing and processing reimbursements.
- Preparing income statements, balance sheets, and budgets.
- Identifying financial liabilities and performing risk analysis on liquidity and cash flow.
- Resolving account discrepancies and performing account reconciliations.
- Preparing financial reports, including projected returns on investment and growth rates.
- Keeping abreast of regulatory requirements and best practices in financial administration.

## REQUIREMENTS

- Bachelor's degree in accounting, finance, or a similar field.
- A minimum of 2 years experience as a financial administrator, or similar.
- Advanced proficiency in accounting software.
- French speaking and writing would be an important advantage
- In-depth knowledge of financial controls and accounting standards.
- Extensive experience in financial reporting.
- Exceptional attention to detail.
- Superb organizational and time management abilities.
- Great collaboration and communication skills.

## BONUS

- Apartment can be included in the contract if the candidate is qualified enough for the position and out of the city.

**APPLICATION:**

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

**Mail subject:** Contrôleur de gestion