

Administration and Financial manager

Location: Guangzhou

Sector: Electronics & Electricals, Manufacturing

Starting date: ASAP

Report to: General Manager

Job Reference: CDS-2024-021

ABOUT THE COMPANY

With over 20 years of experience in industrial solution development, our client designs and develops your projects from prototype stage to mass production for PCBA. It offers services in innovative markets such as connected products, lighting, sports, E car, etc.

MISSION

The administrative and financial manager oversees the day-to-day operations, management and organization of the company. This role combines administrative and financial responsibilities while also addressing social issues as needed. In your day-to-day tasks, you will directly report to the General manager of the company. You will collaborate closely with the Financial Director based in France, particularly in establishing budget year closing KPI...

RESPONSIBILITIES

Administration:

- Defining and improving administrative management and accounting monitoring procedures. This involves developing and implementing performance metrics, then offering guidance to operational departments based on these indicators.
- Overseeing contracts and agreements to ensure compliance with legal and regulatory requirements.
- Handling administrative aspects of insurance and legal matters, including preparing for Board of Directors' meetings and documenting meeting minutes.

Human resource:

- Developing and implementing HR strategies and projects aligned with the company's overall strategy and objectives.
- Acting as a mediator between management and employees, dealing with requests, demands and other issues.
- Managing recruitment and selection processes.

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- Fostering the development, engagement, motivation, and retention of human resources to meet current and future organizational needs.
- Developing and monitoring comprehensive HR strategies, systems, methods and procedures throughout the company.
- Collaborating with the General Manager and CEO to support recruitment and define job descriptions as necessary.
- Cultivating a positive working environment/ culture.
- Oversee and manage a performance evaluation system that delivers excellent results.
- Maintain up-to-date salary and benefits plans.
- Identifying training requirements to implement and monitoring training programs.
- Providing management with HR-related data and insights for decision-making.
- Establishing working contract according to the Chinese Law and regulations
- Ensuring legal compliance across HR practices.

Financial:

- Analyzing and interpreting variances, proposing solutions and providing management with reports to ensure the efficiency of the company's financial operations in the short, medium, and long term.
- Developing and overseeing budgets, as well as monitoring adherence.
- Ensuring compliance with expenditure procedures.
- Conducting financial and economic analyses crucial for strategic investment decisions such as industrial investments, financial structuring for expansions, acquisitions, mergers, or joint ventures.
- Implementing financial rules and expense control measures:
 - Managing supplier and client payments.
 - Controlling expenses
 - Controlling the Accounts Payable / Accounts Receivable
- Establishing and checking financial charts and accounts.
- Implementing ERP from a financial perspective.
- Collaborating closely with accounting firms.
- Preparing quarterly financial statements.
- Preparing annual financial results for approval.

REQUIREMENTS

- A Master's degree in finance or equivalent is required.
- Minimum of 5-10 years of relevant experience in a similar position in China for international companies
- Proven track record of successfully leading and managing teams.
- Experience working in a multinational company or with international clients is highly desirable.
- Familiarity with Chinese business practices, regulations, and cultural nuances is essential.

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- Strong leadership qualities with the ability to inspire and motivate teams towards achieving organizational goals.
- Exceptional decision-making and problem-solving skills, with the ability to navigate complex situations effectively.
- Demonstrated ability to drive change and implement strategic initiatives to improve operational efficiency and performance.
- In-depth understanding of Chinese local rules, tax rules, ect...
- Familiarity with ERP
- Excellent verbal and written communication skills in English and Mandarin Chinese are mandatory.
- Ability to effectively communicate with diverse stakeholders including senior management, employees.
- Able to elaborate budget reporting and year end figures
- Proven ability to recruit, develop, and retain top talent within the organization.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Administration and Financial manager - Guangzhou [CDS-2024-021]

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