

# Finance Manager

**Location:** Guangzhou

**Sector:** Industrial Goods, Electronics & Electricals

**Starting date:** ASAP

**Job Reference:** CDS-2024-031

## ABOUT THE COMPANY

Our client is a French company and a European leader in the consumer electronics and home appliances retail. They are dedicated to the growth of our private labels through direct sourcing and product development thanks to a team of dedicated professionals.

## MISSION

As Finance Manager, you are responsible for managing the preparation and interpretation of financial data for the use of head office, management, and taxing authorities. You are responsible for accounting systems, maintenance of internal controls and accounting policies and procedures. You are also in charge of China operation budget and business performance management.

## RESPONSIBILITIES

### Financial management of the company

- Checking the accounting, preparing the financial statements of the company.
- Preparation of yearly company budget with each department and prepare monthly internal report to perform P&L fluctuation analysis versus budget and last month.
- Sending the financial statements to French HQ accounting and review with them.
- Responsible for balance sheet (assets, account receivable/payable, cash). Review all balance sheet items and checking of bank reconciliation.
- Responsible for Monthly VAT, other tax and financial statement declaration reviewing.
- Manage the mid-year and yearly audit.
- Quarterly provide bank reconciliation to CEO.
- Expenses system management and system administration follow and improving as needed.
- Managing our bank contractor.
- Responsible for expenses budget policy and application with approval.
- Manage subcontractor link to finance function (tax declaration, audit).

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### Performance

- Yearly KPI support HR manager on data calculations
- Preparation of monthly meetings PPT
- Work with HQ in France for relaying information.

### IT

- Management of the subcontractor of IT functions (equipment purchase, helpdesk, network).

### Legal/compliance

- Supplier contract management (documentation collection and control)
- Ensure the company compliance in accordance with HQ rules and regulations.

### **REQUIREMENTS**

- At least 3 years of financial/Accounting experience.
- Strong knowledge or PRC GAAP and PRC Tax rules.
- Thorough and attention to detail. Self-starter, hands-on, and enthusiastic.
- Learn quickly and be able to constantly progress.
- Proficiency in the use of Excel.
- Communicate clearly and to the point in both English and French.

### **APPLICATION**

Please send your resume and your motivation letter to:

[sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

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

Ex. Your name | Finance Manager - Guangzhou [CDS-2024-031]

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