

## Cashier and Accounting Assistant

### 出纳和会计助理

**Location:** Beijing, China

**Starting date:** ASAP

#### ABOUT THE COMPANY:

##### 企业简介

This enterprise is a business advisory firm with a well-established presence in China for more than 20 years. It is headquartered in Shanghai and has offices in Beijing, Guangzhou, Hong Kong, London and correspondents in Dubai and in Italy. The group now employs more than 80 international and Chinese consultants fluent in English, French, Spanish, Portuguese, Italian and/or Chinese. The enterprise is also a member of the International Fiscal Association (IFA)

该企业是一家在中国有20多年历史的商业咨询公司。总部设在上海，在北京、广州、香港、伦敦设有办事处，并在迪拜和意大利设有通讯员。该集团目前拥有80多名精通英语、法语、西班牙语、葡萄牙语、意大利语和/或中文的国际和中国顾问。该企业也是国际财政协会(IFA)的成员。

#### MISSIONS:

##### 工作内容

- Visit bank, tax bureau, BAMR (Beijing Administration of Market and Regulation), and other Chinese authorities;  
拜访银行、税务局、北京市场监督管理总局和其他中国政府机构;
- Assist in daily accounting and tax compliances (accounting entries and tax filing) under the supervision of accountants;  
在会计的监督下，协助日常会计和税务合规(会计分录和税务申报);
- Issuance of VAT invoices and submit payment requests in bank system;  
开具增值税发票，并在银行系统提交付款申请;
- Help to prepare documents to be submitted to the authorities;

##### Beijing

Suites 201-222, 2F, Building 81, No 4 Gongti North Road,  
中国法国工商会北京办公室  
北京市朝阳区工体北路4号,81号楼二层201-222室  
Tel.: +86 (10) 6461 0260 - Fax: +86 (10) 6461 2990

##### Shanghai

2/F, Mayfair Tower, 83 Fu Min Road Shanghai  
中国法国工商会上海办公室  
上海市富民路83号巨富大厦2楼  
Tel.: +86 (21) 61327100 - Fax: +86 (21) 61327101

##### South China

Room 802, Leatop Plaza, 32 Zhujiang Dong Road Guangzhou  
中国法国工商会广州办公室  
广州市珠江新城核心区珠江东路32号,利通广场8楼802室  
Tel.: +86 (20) 2916 5510 - Fax: +86 (20) 2916 5535

协助准备提交给当局的文件;

- **Support on internal admin issues for the office;**  
支持办公室内部行政事务;
- **Organize and binding accounting archives (accounting vouchers and accounting book);**  
整理、装订会计档案(会计凭证、会计账簿);
- **Other temporary works required by the Manager.**  
经理要求的其他临时工作。

## REQUIREMENT:

### 任职要求

- **Bachelor's degree or above, major in Accounting, Taxation or Legal is a plus;**  
本科及以上学历, 会计、税务或法律专业优先;
- **Fresh graduates or less than 2 years working experience;**  
应届毕业生或2年以下工作经验;
- **Fluent in English is preferential (both written and oral communication);**  
英语流利者优先考虑(书面和口头交流);
- **Proficiency in normal office software (e.g., Excel, Word, Outlook etc.);**  
熟练使用常用办公软件(如 Excel、Word、Outlook 等)
- **Strong communication skills, committed to achieving goals, team cooperation ability and initiative to work, problem solving attitude;**  
较强的沟通能力, 致力于实现目标, 有团队合作能力和主动工作, 解决问题的态度;
- **With agile, clear, careful thought.**  
具有敏捷、清晰、缜密的思维

## APPLICATION:

### 申请方式

Please send your resume to: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)

有意者请将简历投递至邮箱: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)

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