

Senior Finance Specialist

Vos activités

Reporting to: Head of Accounting EB Global

Your Job Responsibility :

- **Tax Declaration:** Tax declaration to National Tax Bureau according to Official Schedules on monthly / quarterly/ annual basis.

纳税申报: 根据官方附表, 每月/每季度/每年向国家税务局申报纳税。

- **Maintain various financial reports** such as the HC Report, FIRE Report, CEMS and GTC Report... and monitor foreign exchange exposure and TX matching.

维护各类财务报表, 如HC报告 FIRE报告 CEMS和GTC报告等, 监控外汇敞口与TX匹配情况。

- **Month End Closing:** Handle and monitor intercompany business, FX valuation booking, ICO AR/AP booking, tax related booking.

月末结算: 处理和监控公司间业务、外汇估值记账 ICO AR/AP记账、税务相关记账。

- **Monitor tax forecast and looking for tax incentives for company.**

监控税务预测, 并为公司寻找税收优惠。

- **Complete the planning and implementation of non - trade payments, accurately calculate and pay the Withholding Tax (WHT), and handle matters related to VAT invoices.**

完成非贸易支付的规划和实施; 准确计算并支付预提税(WHT), 处理增值税发票相关事务。

- **Process payments and update bank information in a timely manner. Keep close contact with tax authorities, banks, and government institutions to ensure the stable financial operation of the company.**

处理付款并及时更新银行信息, 与税务机关、银行及政府机构保持紧密联系, 保障公司财务运营稳定。

- **Audit support: Support tax and intercompany topics with internal & external audit. Ensure the compliance of finance process.**

审计支持: 通过内部和外部审计支持税务和公司间相关话题。确保财务流程合规。

- **Participate in the accounting work, accurately classify and record various economic transactions, and ensure the accuracy of financial data.**

管理账目, 定期进行账目核对, 保证财务数据准确性。



Référence
REF76734X

Domaine fonctionnel
Finance and Controlling

Site
Shanghai

Niveau de leadership
Leading Self

Flexibilité du poste
Onsite Job

Nom du contact
River He

Unité légale
Continental Holding China Co., Ltd.

- Budget management.

预算管理。

- Other job tasks based on arrangement of supervisor and the needs of personal development .

其他由主管安排及有利于自身发展相关的工作任务。

Votre profil

Your job requirements:

- Bachelor's degree, major in Tax/Accounting/Finance or related.

本科及以上学历，财务相关专业。

- At least 5 years of accounting / Tax working experience. Especially the experience in Tax Declaration in Shanghai.

至少五年以上财务相关工作经验；有且不限于企业税务相关经验。

- Good English skills.

具备良好的英文听说读写能力。

- Easy to get along with, be sensitive to figures, good communication skills.

易于相处，对数字敏感，良好的沟通技巧。

- Have the willingness for self -development and possess quick learning abilities.

具有自我发展的意愿及良好的学习能力。

- Familiar with SAP will be very helpful.

加分项：对SAP系统熟悉

Notre offre

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3. 国际化的工作氛围，友善的同事及开放的公司文化；

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