

Senior Finance Specialist

Tvoji zadaci

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。



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- 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。

Tvoj 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.

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O nama

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