

CH-ina Shanghai Co. Ltd. (www.ch-ina.com) is a professional services company accredited by the Swiss Center Shanghai (www.swisscenters.org) that integrates in-house all the necessary services for the turn-key set-up of a business in China and particularly of production operations.

CH-ina's technical and business know-how, hands-on experience in market entry and operations management give CH-ina the unique ability to provide fully integrated advisory and project management services for firms to set up successful operations in China.

Among these specialized services are:

- research, strategies, and concepts
- sourcing and trading
- company incorporations and acquisition services
- personnel search and recruitment support
- adjustment of processes and systems including IT, ERP, Management Information System (MIS), finance, and HR
- physical installation
- operations management support

For more information, kindly visit www.ch-ina.com

Job Title: Specialist – Financial Management & Controlling

Personal attributes

- Team player, fast-learner
- Self-motivated, pro-active and effective
- Solutions and results-oriented
- Responsible & highly reliable
- Quality and detail-minded

Responsibilities

- Handle companies accounting, full cycle of bookkeeping by using accounting software (UFIDA) and/or ERP (Pro-concept)
- Handling monthly tax declaration by online system and paper
- Complete PRC reports for the tax bureau and any other government departments
- Handle year end tax exam and other annual examinations
- Cooperate with the auditors for the yearly auditing and auditor reports
- Assist to Supervisors for various projects

Requirements

- 1-2 years working experience in bookkeeping
Excellent fresh graduates with plenty of internship experience are welcome
- Have experience of operating UFIDA or KingDee software
- Manufactory company experience or full cycle bookkeeping handling experience shall be preferred.
- Fluent English Speaking & Writing



Integrated China Entry
Solutions & Operations

Please send applications together with passport photo, certificates and resumes both in English and Chinese to hr@ch-ina.com