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## Job Description

### Title: **Specialist - Financial Management & Controlling**

Report to: CFO

Based in: Shanghai

#### Personal attributes:

- Good job carefulness, patience and earnestness
- Team player, fast-learner
- Self motivated, pro-active and effective
- Solutions and results-oriented
- Responsible & highly reliable
- Quality and detail-minded
- Ability to work under pressure
- Flexibility of work arrangement adjustment

#### Responsibilities:

- Responsible for accounting and reporting independently
- Handle tax filing independently
- Coordinate yearly statutory and internal audit
- Take care of yearly corporate income tax filing and joint inspection
- Issue proforma and tax invoices according to the Invoicing Guideline
- Proceed payments via e-banking or bank counter according to the Payment Guideline
- Visit tax or other authorities when necessary
- Other tasks assigned by the supervisor

#### Requirements:

- Bachelor degree in accounting, finance or auditing
- 2-3 years accounting and cashier experience
- Essential knowledge of taxation, especially VAT practices
- Be able to work independently
- Good communication skills
- Good analytical and research skills
- Good knowledge of PRC accounting standard and international business and accounting frameworks (e.g. IFRS, US GAAP) is preferred
- Familiar operation with Kingdee system and SAP R3 is preferred
- Professional English writing and communication skills are preferred

Please send applications together with passport photo, certificates and resumes both in English and Chinese to [inthr@ch-ina.com](mailto:inthr@ch-ina.com)

## About China Integrated

**China Integrated** is a **solution provider** dedicated to supporting international companies in **successfully establishing and developing their businesses in China**. Whether a company's needs are market entry, operations set-up, growth or acquisition, we develop **integrated solutions** designed to facilitate **sustainable, superior success**.

With a team of about **25 in-house professionals**, we have been **active in China for the past 25 years**. Over the years, we have successfully served over **400 International firms**, large and small and **established subsidiaries for over 100** of them in China, Hong-Kong and Mongolia. Through our decades of experience, we have developed innovative solutions and cost-effective best practices for clients, including SMEs, in **Shanghai, Beijing, Hong Kong and Mongolia**.

We are organized cross-functionally **to deliver**:

[Business Research, Strategies & Concepts](#)

[Business and Action Plans](#)

[Full Subsidiaries Set Up](#)

[M&A, Joint-Ventures](#)

[Management & Back Office Support](#)

Thanks to the ability we have built up to fully integrate

- clients business concepts and their execution,
- the above set of in-house professional competences,
- the hands-on management of operations,
- 25 years of China experience and contacts,

**We have a unique ability to ensure successful operations** for our clients in China.

We co-organize the most extensive surveys in the business community in China and regularly publish their [results](#) and our [analysis](#).

China Integrated has offices in China, Switzerland and Mongolia. Our clients are mostly European and US companies leaders in their field. We are a member of the Swiss Center Shanghai ([www.swisscenters.org](http://www.swisscenters.org)), appointed expert of the Swiss Trade Promotion ([www.s-ge.com](http://www.s-ge.com)) the China and Hong-Kong member of the international IPG Network of tax and law firms ([www.ipgnetwork.org](http://www.ipgnetwork.org)) and the China and Hong-Kong member of INAA (<https://www.inaa.org>), a global network of accounting auditing and other service professionals.

For more general information, kindly visit [www.ch-ina.com](http://www.ch-ina.com).