



**WOODBURN**  
ACCOUNTANTS & ADVISORS

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## **Finance Manager / Operations Manager – Shanghai**

Woodburn Accountants & Advisors is seeking a Finance Manager / Operations Manager to join our Shanghai office. You will be in a high-impact position, within a dynamic and professional environment. Join us to be part of a team with 20 years of client expertise, entrepreneurial leadership, and employee commitment in the region.

### **Your Responsibilities**

- Assist with acquisitions of new clients
- Participate and assist with marketing activities
- Travel when necessary within Shanghai or China to client offices
- Independently develop a team of accountants
- Independently prepare or supervise the monthly accounting supporting documents and journal vouchers and financial reports for the clients in accordance with PRC regulations and ensure all accounting treatment is compliance with PRC laws
- Prepare or review monthly PRC financial report and internal management reports
- Independently handle or supervise the taxation and payroll for customer companies in compliance with PRC regulations
- Communicate with and coordinate with clients for the related accounting, tax and payroll issues
- Ensure that the accounting and finance processes are effective, concise and efficient with adequate internal control in place
- Review and optimize current financial related policies and processes for efficiency improvement and risk control

### **Who are we looking for**

#### **Education, Experience, Certification and Training Requirements**

- University Degree in Accounting, Finance or Taxation, qualified accountant with intermediate accounting title level
- 7+ years' work experience in accounting department of foreign invested companies or international CPA firm
- Familiar with accounting closing cycle and General Ledger preparation under PRC accounting principles
- Good understanding and experience of cost accounting and Chinese tax regulations
- Familiar with the reporting requirements for local tax filing and declaration

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- Practical experiences with domestic accounting software like Kingdee and UFIDA
- International accounting software will be a plus
- Good command of PRC statutory accounting principles, standards and procedures
- Familiar with IFRS/US GAAP/German GAAP is a plus
- Holding certificate of accounting professional

#### **Job Skills and Competencies for this position**

- Comfortable working in a multilingual environment; **Fluent in English and Mandarin is a MUST**. Other languages are beneficial – German skills are an advantage.
- Comfortable working for a multi-cultural company; comfortable working with different cultures
- Professional, presentable and punctual.
- Seeking a challenging environment, motivated to improve, and a fast learner.
- Must possess business sense and common sense.
- Excellent presentation, communication and persuasion skills
- Culturally sensitive and open minded.
- Successful, confident and ambitious.
- Hardworking, active and persistent.
- Independent, solution---driven and mature judgment.
- Organized, thorough and analytical
- Communicative, a leader and a team player
- Outgoing, proactive, diligent and passionate at work
- Good computer skills, including Excel, PowerPoint and Word

#### **About Us**

Woodburn Accountants and Advisors is specialized in inbound investment to China and Hong Kong. We offer companies a one-stop shop approach to their corporate service's needs. We offer market-entry advisory and ongoing corporate, accounting, tax and human resource services.

We recognize that each company has its short and long-term strategy when entering the Chinese market. As an international and multi-disciplinary consulting firm, we have instilled a culture and work ethic of personal service to our clients. As such our mission is to provide quality tailor-made services and solutions to each company in conjunction with value for money.



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We speak a variety of European languages and local Chinese dialects to help clients communicate transparently and more easily when entering and operating in the market. Our strength is that we can be the link between your new team in China, your team in the headquarter and our local network of partners that can provide additional added-value services.

**How to apply**

Please submit your full CV with expected salary and availability to [info@woodburnglobal.com](mailto:info@woodburnglobal.com).