

Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: Senior Finance Analyst

职位: 高级财务分析师

REPORTS TO: Finance manager

直接领导: 财务经理

RESPONSIBILITIES:

岗位职责:

- 1. Annual budget and rolling forecast: build multi-dimensional budget templates; develop and conduct training, and issue template; create budget control regulation, monitor the budget preparation progress, review and compiles budget summaries while ensuring they conform to business logic without missing items; discuss the forecast logic and calculation results according to the rolling forecast schedule.**
 年度预算与滚动预测: 搭建多维度预算模板, 组织培训与模板下发, 把控集团预算编制进度, 审核预算事项符合业务逻辑且考虑全面无漏项, 汇总集团预算, 编写预算控制制度; 依据滚动预测时间表沟通预测逻辑及测算结果。
- 2. Construction and preparation of management reports: have comprehensive understanding of the business, build management reports according to management and business development needs, and complete monthly management reports; track accounting quality and business conditions; communicate with financial accounting in a timely manner, raise questions and requirements**
 管理类报表的搭建与编制: 全面深入了解业务, 根据管理层及业务发展需求搭建管理报表, 完成月度管理报告。持续及时与财务核算沟通, 提出问题和要求, 跟踪核算质量和业务情况。
- 3. Review the cost control process, put forward approval opinions based on the budget and cost control requirements, and monitor budget execution.**
 审核费控流程, 结合预算与费用管控要求提出审批意见, 监控预算执行。
- 4. Formulate and optimize the business analysis system, conduct performance achievement analysis and performance forecast, and provide suggested action plans for business decision-making.**
 制定和优化经营分析体系, 进行业绩达成分析及业绩预测, 为业务决策提供建议行动方案等。
- 5. In-depth understanding of the business, establish different multi-dimensional financial analysis models, sort out the financial process and improve it; special expense analysis and expense management, analyze business problems, formulate solution and promote implementation, and provide support for management's business decisions.**

深入了解业务，建立多维度的不同财务分析模型，梳理财务流程并进行改善；费用专项分析及费用管理，分析业务问题，制定解决方案并推动执行，为管理层经营决策提供支持。

6. Carry out feasibility analysis of the project, multi-dimensional forecast of the company's new project investment

对项目进行可行性分析，公司新进项目投资的多维度预测。

7. Provide financial support for the board of directors.

董事会相关资料准备。

Qualifications/任职资格:

1. Education Background/教育背景: Bachelor degree or above majoring in accounting or related majors.

学士学位以上学历，主修会计或相关专业

2. Working Experience 工作经验: Minimum 8 years in accounting related experience, minimum 3 years' management experience. MNC, accounting firm experience or finance consulting firm experience preferred.

至少8年财务相关工作经验，至少3年管理经验。跨国公司、会计师事务所或财务咨询公司经验优先考虑。

3. Certification 相关证书: CPA (Certified Public Accountant) or ACCA (Association of Chartered Certified Accountants) preferred.

中国注册会计师或特许公认会计师优先

4. Skills and Competencies 能力素质:

优秀的中英双语沟通能力

Excellent communication skill both in Chinese and English

有条理，能够在压力下工作并且注重目标实现

Organized, able to work under stress and target - oriented

熟练使用办公软件，如 word, excel, PPT 等

Computer literacy, skilled in office software, like word, excel, PPT

能在要求高、结果导向并且保密的环境中工作

Able to work in demanding, result oriented and often highly confidential environment.

EVALUATION: Performance of this job will be evaluated by the admin staff in accordance with Board Policies and Protocols.

评估：该职位的表现将按照行政员工绩效评估体系的政策和程序进行评估。

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。



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Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。