**Job Description: Finance Business Partner**

**职位说明：财务业务伙伴**

**Position goal 职位目标:**

As the core link connecting the finance department and business departments, the Financial BP (Business Partner) needs to be deeply integrated into business scenarios. It should provide data support and strategic recommendations for business decisions from a professional financial perspective, help businesses achieve sustainable growth, and at the same time ensure that business operations comply with financial compliance requirements, so as to realize the coordinated development of finance and business.

财务 BP 作为连接财务部门与业务部门的核心纽带，需深度融入业务场景，以专业财务视角为业务决策提供数据支撑与战略建议，助力业务实现可持续增长，同时确保业务运营符合财务合规要求，实现财务与业务的协同发展。

**Job Responsibilities 工作职责**

1. Financial support：in-depth understanding of the business, close cooperation with business partners, the establishment of a reasonable and effective analysis system, giving effective suggestions and promoting solutions, in-depth support for business decision-making and process management​.

财务支持：深入了解业务，与业务伙伴密切合作，建立合理有效的分析体系，给予有效建议并推进解决方案，深度支持业务决策和过程管理。​

2. To work on-site on every campus/division on the specified date in accordance with the duty schedule published by the head of school. Maintain positive and effective communication with all departments and employees, to answer or give advice on finance-related questions raised by the staff.​

根据领导公布的值班表，在指定日期到学校各学部工作，与各部门及员工保持积极有效的沟通，回答教职工提出的与财务有关的问题或提供相关建议。​

3. OA Process Review：​

Proactively communicate with other departments, ensure the payment requests and other requests are documented in accordance with the guideline and proceeded within agreed timeline and hand over to cashier for payment on time.​ Checking the validity and accuracy of the payment requests in terms of approval sufficiency, invoices, amount, and purposes, as well as compliance with Chinese laws and regulations.​

OA 流程审核：​

积极主动地与各部门联系，确保付款申请及其他申请填写规范，在规定期限内完成审批，并提交至出纳安排付款。检查付款请求的有效性和准确性，包括批准充分性、发票、金额和用途，以及是否符合中国法律法规。​

4. Budget vs accounts analysis：Monthly analysis and monitor the gap between budget and accounts and take follow up action.​

预算与执行差异分析：每月分析监控预算与执行之间的差异，并跟进。​

5. Providing training for new staff on orientation about business expense claims and other associated accounting/finance policies and procedures.​

为新员工在入职培训中提供有关业务费用报销及其他相关会计 / 财务政策和程序的培训。​

6. Collaborate with the cashier to provide banking support for expatriate staff.​

与出纳合作，为外籍员工在银行业务上提供支持。​

7. Support other team members from the SSC on achieving team and individual goals, ensuring that high level of customer service is maintained.​

为达成团队和个人的目标，向其他团队成员提供支持，以保证高质量的客户服务。​

8. Financial Compliance and Risk Prevention: Convey financial policies and compliance requirements to business departments to ensure that business operations comply with accounting standards, tax laws and the company's internal financial systems; identify financial risks in business operations, formulate risk response measures and supervise their implementation.

财务合规与风险防范：向业务部门传递财务政策与合规要求，确保业务操作符合会计准则、税法及公司内部财务制度；识别业务运营中的财务风险，制定风险应对措施并监督执行。

9. Other duties assigned by the Team leader.​

领导安排的其他工作。

**Requirements 任职要求**

1. Bachelor's degree or above, major in Financial Management, Accounting, Finance, etc. Candidates with certificates such as CPA (Certified Public Accountant), ACCA, CMA (Certified Management Accountant) are preferred.​

本科及以上学历，财务管理、会计学、金融学等相关专业，持有CPA（注册会计师）、ACCA、CMA（注册管理会计师） 等证书者优先。

2. With more than 3 years of relevant work experience in financial BP, or more than 2 years of experience in core corporate financial positions (such as financial analysis, budget management, cost accounting) + more than 1 year of business support experience. Experience in Internet, manufacturing, FMCG and other industries is preferred, and those familiar with the business model of the corresponding industry will get extra points.​

具备3 年及以上财务 BP 相关工作经验，或有 2 年以上企业财务核心岗位（如财务分析、预算管理、成本会计）+1 年以上业务支持经验，有互联网、制造业、快消品等行业经验者优先，熟悉对应行业业务模式者加分。​

**Professional Skills 专业技能**

1. Proficient in accounting standards, tax laws and financial management systems, with solid financial professional knowledge, able to accurately judge the financial compliance and accounting treatment methods in business scenarios.​

精通会计准则、税法及财务管理制度，具备扎实的财务专业功底，能准确判断业务场景中的财务合规性与会计处理方式。​

2. Skilled in financial analysis methods and tools, able to use Excel (such as PivotTable, function formulas), ERP systems (such as SAP, Oracle, UFIDA, Kingdee) and BI tools (such as Power BI, Tableau) for data processing and visual analysis, and efficiently output analysis reports.​

熟练掌握财务分析方法与工具，能运用 Excel（如数据透视表、函数公式）、ERP 系统（如 SAP、Oracle、用友、金蝶）及 BI 工具（如 Power BI、Tableau）进行数据处理与可视化分析，高效输出分析报告。​​

3. Communication and coordination ability：Excellent cross-departmental communication skills, able to clearly and accurately transmit information between financial and business departments, coordinate resources to solve problems, and promote the implementation of collaborative work.​

沟通协调能力：具备优秀的跨部门沟通技巧，能清晰、准确地在财务与业务部门间传递信息，协调资源解决问题，推动协同工作落地。

4. Pressure resistance and initiative：Able to adapt to a fast-paced work environment, withstand the work pressure of multiple tasks in parallel, take the initiative to go deep into the business front line to explore needs, and proactively identify financial risks and opportunities in the business.​

抗压能力与主动性：能适应快节奏工作环境，承受多任务并行的工作压力，主动深入业务一线挖掘需求，前瞻性地发现业务财务风险与机会。

**Application Process 申请流程**

Candidates are requested to apply to **jobs@bcis.cn** and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

• Cover letter

• Resume

• Up to date contact information of four references

应聘者请发送邮件至 **jobs@bcis.cn** 并以 PDF 格式发送以下内容。我们将在收到申请后进行初步面试。入围候选人将接受现场或在线面试。如果找到合适的候选人，我们会保留随时结束筛选过程的权利。

• 求职信

• 简历

• 四位推荐人的联系信息

*NOTE: The above job description reflects the general requirements necessary to describe principal 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。