

## Job Description

### 职位描述

#### **Title: Finance and Admin Assistant**

**职位：财务行政助理**

**Based in: Tianjin – District of Dongli**

**工作地点：天津市东丽区**

#### **1. Company Background**

##### 公司背景

**About Swiss Center:** Founded in 2000 as a non-profit, Sino-Swiss, public-private partnership, Swiss Center is by far the largest cluster of Swiss enterprises in Asia. With five locations strategically located on the dynamic East coast of China (Shanghai, Beijing and Tianjin), Swiss Center does not only offer virtual and instant office space as well as ready-to-use workshops and showrooms, but also supports member companies with government relations, technology transfer and a broad network of experts. Swiss Center served more than 300 companies in China – both SMEs and large enterprises. Among other, the Swiss Center experts have established 30 production companies and more than 50 commercial offices for Swiss companies. Swiss Center also conducts surveys and expert analyses of China's business opportunities and challenges, and at the same time promotes the Swiss Made brand and Switzerland as a country for innovation and an industrial leader.

关于瑞士中心：成立于2000年的瑞士中心，是一个非盈利性的中瑞公私合营机构，它是亚洲瑞士企业最大的集群。在中国东海岸战略性部署了五个地点（上海，北京和天津），瑞士中心不仅提供随时能使用的办公室、生产车间、展厅，还帮助其会员公司建立良好的政府关系、技术转移和广泛的专业服务网络。瑞士中心已为超过300家在华企业服务。瑞士中心的专家帮助了30家制造企业在华设厂经营，并帮助超过50家企业设立办事处和贸易公司。瑞士中心不仅对中国商业的机遇和挑战进行调查和专业分析，同时积极推广以创新和工业为先导的瑞士及其本土制造品牌。

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#### **2. Job Description**

##### 职位描述

Specific Responsibilities: accounting and admin

具体职责：财务和行政

#### **Activities**

The role of the Finance and Admin Assistant at Swiss Center Tianjin will be as follow:

天津瑞士中心财务行政助理职责如下:

- According to companys financial regulations, she/he should carry out daily accounting, certificate establishment and verification, as well as ensure the accuracy and legitimacy of every transaction  
依据公司财务规定, 进行日常财务核算, 严格审核和合理编制凭证, 确保每笔业务正确性, 各项费用支付合理性。
- She/He verifies, reviews and settles every transaction so that there is conformity within the accounts, between the accounts and certificates and between the accounts and real items.  
往来帐务核对、核查、清算处理, 确保帐帐相符, 帐证相符, 帐表相符。
- She/He should report promptly and appropriately the financial status and business profit of each department.  
完成各主管部门报表上报和税费上交工作。
- She/He coordinates and completes work tasks related to annual review.  
配合各项有关年审、年检资料, 完成各项年审工作。
- She/He manages current accounts, accounts due and payable.  
往来帐、应收、应付款的管理。
- She/He takes charge of the establishment and approval of accounting documents, as well as the classification and conservation of accounting archive.  
会计凭证的核签、编制及会计档案的整理保管。
- She/He should also complete other related financial work.  
完成其他财务工作。
- She/He should support the Office Manager in administration related to the office daily work.  
协助行政经理完成日常行政工作。
- She/He should support and take care of administrative tasks with the local bureau and partners, not only for finance/tax- related work, but also for operational requirements of SCT and our customers.  
协助完成当地政府部门及合作伙伴的行政工作, 包括财税的相关工作以及兼顾日常运营和客户的需求。
- In parallel to the financial tasks, she/he will assist the Office Manager to welcome delegations and guests, arrange the conference room, organize event, answer the phone calls and support in other administrative related tasks when requested.  
在处理财务工作的同时, 协助行政经理欢迎代表团和客人, 安排会议室, 组织活动, 接听电话和协助其他行政相关工作。

### 3. Candidate Profile

#### 任职要求

✓ **Personal and professional skills**

个人职业能力

- Native Chinese  
中国人
- A minimum of university degree, finance-related majors and 3 years accountant working experience will be preferably considered.  
本科及以上学历，有财务相关专业及3年以上财务工作经验
- Command of basic English  
具有基本的英语水平
- Proficiency in OFFICE and finance software.  
熟练操作OFFICE办公软件及用友财务软件
- Strong sense of discipline.  
较强的原则性
- Very well organized and independent  
组织能力强，独立性强
- Reliable, responsible, loyal, honest and straightforward  
诚实，可靠，有较强责任心
- Team player  
具有良好的团队合作精神

#### Remark:

#### 备注

- **Full time position**  
全职
- **Office located in Tianjin, district of Dongli**  
办公地点位于天津东丽区
- **Starting from March 1<sup>st</sup>, 2017**  
2017年3月1日开始任职
- **Kindly send applications together with passport photo, certificates and resumes in English to [yulia.jin@swisscenters.org](mailto:yulia.jin@swisscenters.org)**  
请发送英文简历及照片到此邮箱[yulia.jin@swisscenters.org](mailto:yulia.jin@swisscenters.org)