

THE POSITION

Title: **Assistant Vice President, Finance**

Report to: VP, Corporate Finance

Location: Eastern of China

The job holder of this role shall be strong in analytical and logical skills, and sensitive on numbers; s/he shall possess strong financial knowhow, reporting and team leadership skills to lead and grow the Finance team's capabilities, and strive for sustainable financial performance and governance.

The successful candidate for this high-profile leadership role is expected to actively participate in finance-oriented projects and cross-team business optimization activities; and will collaborate with different operating and departmental entities from time to time within the region.

Major Operational Duties & Responsibilities

- Lead a sizeable Finance team and ensure smooth running of daily accounting functions.
- Ensure timely preparation of accurate monthly management accounts and annual financial statements.
- Prepare reports which summarize and forecast company business activity and financial position in areas of sales, costs, profits and rate of return based on past, present and expected operations.
- Review all capital expenditure requests from the standpoint of approval control and insure required financial analysis has been completed.
- Direct the financial planning and budgets preparation.
- Review, establish and improve financial management measures and controls.
- Review contracts and legal documents.
- Ensure tax and statutory compliance.
- Advise management on desirable operational adjustments due to tax code revisions.
- Liaise with auditors for annual audit.
- Communicate efficiently with suppliers and customers and maintain proper control on accounts receivables and payables functions.

Position Requirements

- University graduate or above in Accounting, Finance with professional qualification.
- At least 10 years solid experience with at least 3 years in senior finance position in sizable manufacturing companies, preferably in electronics manufacturing or EMS industry.
- Solid experience in leading a sizeable local Finance team is a MUST.
- Hands-on relevant experience in PRC is prerequisite.

- Ability to manage people and communicate effectively with all levels of management.
- Excellent communication and interpersonal skills.
- Good analytical and problem solving skills.
- Meticulous and attention to details.
- Ability to work under pressure and meet tight deadlines.
- Excellent command of both spoken and written English and Chinese.
- Station in a city of Eastern province of China is required.

Team Size

- Total 16 team members in 3 function teams, i.e. Costing & Inventory Control, Management Accounting and Financial Accounting.
- 1 managerial staff in each function team respectively and directly report to this job holder.

- End of this Position Description -