



Open to Chinese Nationals Only

Job Title: Finance & Compliance Manager
Department: Operations

Job Description

Compassion for Migrant Children (CMC) is a nonprofit organization based in China which is dedicated to improving the lives of children of migrant workers by engaging them in social and educational programs.

The Finance & Compliance Manager will oversee, control and supervise all financial processes and functions needed to serve CMC's daily needs as a growing not-for-profit organization. The secondary function of this role is to manage CMC's legal functions and oversee the daily office functions of CMC's Beijing office, ensuring that all legal compliance needs are met on in a timely manner. The post holder for this position will report to the General Manager, and will supervise the Cashier/Administration Assistant to ensure that all areas of financial control facilitate the smooth operation of the organization.

Responsibilities

- Establish and maintain financial records systems in accordance with generally accepted auditing standards and accounting principles.
- Direct and manage CMC's financial programs and supporting information systems, to include budgeting & forecasting, expenditure of funds; work with the General Manager – Beijing to ensure that the financial procedures meet the needs of the organization.
- Maintain excellent financial and accounting records and produce financial statements and management reports base on budgeted and actual expenses.
- Log and manage fixed assets.
- Oversee the approval and processing of donations and expenditure, department budgets, mass and individual salary updates, and the maintenance of accounts and ledgers, ensuring maintenance of appropriate internal control safeguards.
- Process salary payments to all Chinese staff and expatriate Staff working in mainland of China.
- Process individual income tax and business tax payments ensuring CMC fulfils all reporting requirements with the local and national taxation bureaus in China.
- Complete monthly journal entry & analysis; prepare monthly financial reports for CMC's management team in Beijing and present recommendations for programmatic and financial changes to the management team.
- Coordinate and oversee budget monitoring and adjustment processes with project budget to ensure spending as planned and to minimize annual budget overspending or under spending.
- Coordinate cash-flow pertaining to CMC's global accounts.
- Liaise with CMC's project partners on all financial matters including the transfer of funds and financial reporting.
- Facilitate CMC's annual financial audit and assist auditors to obtain all relevant information and documentary evidence pertaining to CMC's operations.
- As required, provide strategic consultation and representation to the Board of Directors on financial issues, to include financial analysis and projections, cost identification and allocation, and donation and expense analysis.
- Provide consultative support to operational managers through planning initiatives, financial information analysis, reports, and recommendations.



- Contribute towards the development of the implementation of strategic financial and operational plans, programs, and systems, as appropriate to the objectives of the organization.
- Collate timely financial information for annual report to Executive Director and General Manager – Beijing to ensure smooth functioning of the fundraising operations of the organization.
- Supervise the daily bank/cash operations pertaining to finances of the organization.
- Providing any of financial information/data to meet the needs by the management team.
- Take primary responsibility for maintaining the legal status of the organization, and ensuring compliance with local and national regulations at all times.
- Oversee the daily administrative functions of the Beijing office to ensure smooth running of the programs.
- Carry out any other reasonable tasks as assigned by the Executive Director or General Manager - Beijing.

Work Relationships

Reporting to: General Manager - Beijing/Executive Director
Peers: Manager
Reported to by: Administration Assistant/Cashier

Qualifications

- A relevant professional qualification
- Evidence of continuing professional development
- Been working at a senior level within a financial environment, for a minimum of three years
- Experience in presenting complex financial concepts and information in an understandable form
- Experience in identifying the financial information needs of managers who operate delegated budgets, and designing systems and procedures to meet those needs
- Substantial knowledge of accounting and financial management software
- Knowledge and experience of theories, tools and metrics for project design, planning— including logic model— and management of execution
- Ability to work easily and effectively with a wide range of people
- Excellent attention to detail, accuracy and quality
- Able to manage multiple projects and responsibilities at once; ability to meet deadlines
- Ability to be flexible

Key Skills & Abilities

Fluent Chinese language skills
Excellent written and verbal English communication skills
Proven ability in effective budget/financial management
An effective understanding of information requirements related to financial monitoring and control
Proficiency with MS Office Suite especially Word, Excel and PowerPoint; Other

Desirable:

Experience of managing change and complexity
Experience of working co-operatively with a broad range of internal and external contacts and groups
Experience and interest in working with migrants and minorities is a plus



Other Information

Employment Type: Full Time
Salary Range: Unspecified
Degree: Bachelors
Experience (years): 3+
Job Location: Beijing, China
Post Date: June 23rd, 2010

Please send resume and Cover Letter in both Chinese and English to recruit@cmc-china.org. If you would like to learn more about CMC, please visit our website at www.cmc-china.org.