

# Finance & Admin Executive

**Job Title**

Finance & Admin Executive

**Reporting Line**

Executive Director, Head of Marketing & Events

**Starting date**

As soon as possible

**Position Objective:**

The Finance and Admin Executive is in charge of the daily, monthly and yearly financial work of the Shanghai office. The Finance & Admin Executive handles financial reporting and is the connection between the office, the Board, our members and other stakeholders when it comes to financial tasks and questions.

**Key role and responsibilities**

- Daily bank check for payments
- Issuance of membership receipts
- Monthly payments execution
- Monthly financial report
- Prepare files for the yearly audit with the auditor and our treasurer
- Admin work for the office in cooperation with the team

**Qualifications**

- Finance degree
- 1-2 years of finance-related work experience
- Independent and self-starter
- Chinese national with fluency in Mandarin Chinese and English

**Compensation and Benefits**

- Fixed salary, plus commission and bonus eligibility
- Social insurance and benefits as specified under the Chinese labor law
- Work in an international environment
- Working with a young, dynamic, multilingual, and multicultural team

**Workplace location**

- People's Square, Shanghai

**How to apply**

- Send your resume with photo, application letter and salary expectation to [recruiting@sha.swisscham.org](mailto:recruiting@sha.swisscham.org)

**SwissCham** Shanghai

21 Huanghe Road, 11<sup>th</sup> Floor, Office 1138, Shanghai, 200003, P. R. China

Tel: 021 5368 1270 - Email: [recruiting@sha.swisscham.org](mailto:recruiting@sha.swisscham.org)

[www.swisscham.org/china](http://www.swisscham.org/china)