



财务和行政人员

百事达集团是一家位于欧洲的生物技术公司, 专门从事植物育种, 植物生物技术的研究与开发, 组织培养繁殖以及向全球植物种植者提供种苗。

百事达集团与客户合作, 为当今的农业挑战提供成功的解决方案, 并生产最高品质的种苗。全球专家团队使公司能够与种植者并肩合作, 从最顶尖和充满工作热情的育种者那里提供与地区最相关, 最可靠和最有优势的种苗。

百事达集团正在寻找一名财务和行政主管, 他/她将为集团在中国山东青州建立和发展其业务方面提供支持。

基本职责/职责

准备法律, 法规和董事会要求的财务和监管报告。

执行会计分录并生成每月的管理帐户和增值税, 企业所得税, 个人所得税报告, 呈现每月结果, 预算差异和临时分析。

编制收入和支出预测并将其报告给高级管理人员。

识别并制定控制和流程, 以确保所有风险并确定机会。

负责人力资源薪资和社会保险金的支付。

确保公司为地方当局 (政府, 税务, CIQ 等) 保持值得信赖的运营。

工作经验和知识

FINANCE & ADMINISTRATION OFFICER

BIOSTART is a European based biotechnology company specialized in plant breeding, research & development in plant biotechnology, tissue culture propagation and international delivery of starter plants to plant growers and harvesters.

BIOSTART collaborates with its customers to deliver successful solutions for the agricultural challenges of today and produces the highest quality starter plant material. The global team of experts enable the Company to work side-by-side with growers to provide the most regionally relevant, reliable and profitable starter plant from the best and most passionate breeders.

BIOSTART is looking for a Finance & Administration Officer who will support in establishing and developing its operations in the People Republic of China, Shandong, Qingzhou.

Essential Duties / Responsibilities

Prepare financial and regulatory reports required by law, regulations and board of directors

Perform accounting entries and produce monthly management accounts & VAT, CIT, IIT reports

Presenting monthly results, budget variances and ad-hoc analysis

Preparation and reporting of income and expense forecasts to senior management

Identify and develop controls and processes to ensure all risks and identify opportunities

Responsible for HR payroll and social insurance payment

Ensure that the company keep a trustful operator for the local authorities (government, tax, CIQ, etc.)

Work Experience and Knowledge

联系电话: 188 17 41 43 19
访问网站: biostartplants.com



1-3 年的类似职位工作经验

One to three years of work experience in a similar position

会说基本的英语; 财务和行政主管将接受培训以进行改进。

Speaking basic English; The Finance & Administration Officer will be trained for improvement

教育

Education

会计, 金融和经济学学士学位, 或同等学历

BS degree in accounting, finance, and economics, or equivalent

百事达集团秉承其不断学习的企业文化, 定期为其合作伙伴提供技术和管理培训。百事达集团是其员工不断成长的地方!

BIOSTART provides regular technical and management training to its collaborator, adhering to its continuous learning process culture. BIOSTART is a place where its people grow!