**Position Title:** **GL Accountant 赛峰中国总账会计**

**Contract Legal Entity:** Safran China

**Working Location:** Suzhou

**Department:** Finance

**Working Category:** IDL

**Employment Type:** Regular Full Time

**Direct Reports:** Controlling Manager

**General information of Safran Group:**

Safran is an international high-technology group, operating in the aviation (propulsion, equipment and interiors) defense and space markets. Safran has a global presence, with more than 79,000 employees and sales of 16.49 billion euros in 2020. Working alone or in partnership, Safran holds world or European leadership positions in its core markets. Safran undertakes research and development programs to meet fast-changing market requirements, with total R&D expenditures of around 1.21 billion euros in 2020.

**Safran in China:**

Safran China has more than a century of relations with China and 40 years local presence. Now Safran has more than 2000 employees and 20 entities in China. The major current aircraft and helicopter programs in China are **C919**, **ARJ21**, **MA 700**, **AC 311A**, **AC 312**, **AC 352**.

**Essential Duties & Responsibilities:**

To perform the monthly closure activities as below: 负责月度结账工作：

* Monthly closing schedule and follow up its completion 制订每月结账计划，并跟进其完成情况
* Prepare GL journals including salary, bank transaction, utilities etc., prepare accrual and amortization journals in ERP with sufficient supporting documents 负责总账凭证的编制，包括不限于工资费用、银行交易、预提和摊销等，并附上充分的支持文件
* Check and post all accounting journals except his/her own检查所有的会计凭证并在ERP过账（自己编制的总账凭证除外）
* Oversee expense claim, AP, AR and Fixed Asset, run Trial Balance to make sure all the transactions are complete and correct 监督费用报销，应付账款，应收账款和固定资产模块的明细账，运行试算表，确保所有交易的完整性和正确性
* Prepare monthly account reconciliation, collect all B/S account reconciliation files, check and sign for responsibility, get manager approved and do filing 准备月度科目对账表，收集所有资产负债表科目对账文件，签署并归档
* Prepare the local financial reports on schedule 按时编制出具财务报表
* Maintain accounting parameters like chart of accounts, cost center in ERP system in case of any changes, close the accounting period 在ERP系统中维护会计科目表、成本中心等会计参数，保证数据的准确完整
* To prepare tax declaration data, work with tax manager for tax declaration and government reports, ensure the local compliance. 准备纳税申报数据，协助税务经理进行纳税申报以及政府相关的报表，保证属地合规性。
* Other GL activities 其他与总账相关工作

Finance Planning and Analysis for Finance Shared Service’s own company: 负责赛峰中国及其分公司的财务计划与分析工作：

* Monthly department P&L Analysis. 月度的公司及部门利润表分析
* Annual budget, rolling forecast and MTP (Mid Term Plan) 公司年度预算、滚动预算和中期预算的编制及报告

Account Receivable & Account Payable for Finance Shared Service’s own company.

Other duties as assigned by manager.

You will be in constant relationship with all Shared service department heads, other departments, Finance shared service other functions etc.

**Profile required:**

**Education:** Bachelor degree or above in Accounting/Finance.

**Experience:** 6+ years' experience and minimum 2 years of experience in GL or Controlling in a multinational company; Professional financial knowledge.

**Computer Skills**: Strong computer skills on Excel, Power Point. Have experience on Syteline or other ERP system.

**Communication Skills:** Good written and verbal communication skills in Chinese & English (working language).

**Special Skills:** Ability to work with people in other departments; possess a sense of urgency and attention to accuracy and detail; ability to handle duties as required; customer satisfactory-oriented sense; capability to work under pressures, good team spirit.

For more information, please send email to:

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<https://www.safran-group.com/>

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