



Job Description PF China Junior Finance Analyst

Job Title	Junior Finance Analyst	Date		
Department	Finance	Location		China
Business Line / Function	Finance	Reports to	Hierarchical	Deputy CFO
Grade (if applicable)	-		Functional	
Number of Direct Reports	-	Directorship / Registration		

Responsibilities

1. Expenses monitoring and analysis:

- Monitoring expenses of the company and provide analysis versus Budget/Forecast
- Support Budget/Forecast process of the company
- Support the Board meeting material preparation of the company

2. Finance operation and management control:

- Contract and invoice management of the company
- Prepare supporting documents for T&E and vendor payments, ensure timely payment in cooperation with external resources
- Keep fluent dialogue with bookkeeper and tax advisor to ensure quality of monthly financial statements
- Ensure proper documentation of finance-related documents of the company

3. Project management: Finance-related system set-up

- Help to set up and connect local finance system to BNPP Group systems
- Ensure the smooth transition and usage of finance system

4. Support for company's operational control activities (OPC)

- Support Company's OPC correspondent on performing operational controls
- Support to implement control requests from Central teams
- Contribute to strengthen company's control environment

Experience and Qualifications preferred

- University or equivalent
- Experience in Finance/accounting, expenses management preferred
- Experience in Banking Industry preferred
- Fluent in spoken and written English and Chinese (French is a plus)
- Proficient in MS office applications (Excel, Word, Powerpoint)
- Good comprehension, presentation & interpersonal skills
- Disciplined, team player, problem solver