



Finance Manager (FM) and Administrator, Yixing, Jiangsu Province

For Jiangsu E Agriculture Science and Technology Co., Ltd.

江苏澳叶农业科技有限公司

Position Details

Reporting to: General Manager

Salary: Attractive package of payment, commensurate with experience

Hours: This is a full time position. Whilst minimum expected hours are 40 hours per week, this is the most senior executive position in the Company and the incumbent is expected to work extra hours as reasonably necessary to fulfil the tasks.

Location: The position is based at Yixing. The duties require travel locally in China and potentially overseas.

Key Accountabilities

1. Finance Manager shall support the General Manager in:

The Board relies heavily on the GM for information and advice concerning the business. The GM must routinely:

- Provide written reports to the Board on the weekly/monthly performance of the JV operations.
- Provide an effective interface between Board and employees.
- Manage the overall governance of the JV in line with the Joint Venture Agreement.
- Formulate policies and planning recommendations to the Board
- Prepare business plans and budgets for Board approval

2. Strategy

Work with the Board to develop the JV Company's strategic plans to achieve growth in revenue, profit, and shareholder return. Starting as a greenfield site, the FM will need to support the GM to put in place the building blocks to develop a highly-functional, efficient site.

Developing the implementation plans and associated budgets to deliver the Company's strategic plans for Board approval.

3. Operations

Managing the daily financial operations of the Company to meet or exceed agreed goals. This responsibility includes, but is not limited to:

- Managing day-to-day financial operations at the Yixing JV site
- Develop and execute staged expansion plans for the site
- Showcase the E Agri growing systems in the local Chinese environment
- Management of human resources of the organization
- Management of relationships and co-ordination of contractors
- P&L & cash-flow responsibility
- Budgets and forecasting

4. External Relations

The FM shall support the GM to represent the Company to employees, shareholders, customers, government, the community and any other stakeholders in Yixing JV. These interactions must reflect the culture and values of Yixing JV.

5. Company Culture and People Management

The FM shall support the GM to lead the culture of the organization. This culture must reflect the JV Company's key principles:

- Safe work environment
- High quality, clean vegetable production
- Reliable and consistent operations
- Drive for continuous improvement, technological advancement
- Meet local customer preferences for premium, high-quality, safe product
- Strong internal support systems
- High quality people
- Alignment with our shareholders

And assist the GM to drive the Company's Code of Business Ethics and enforce the core values:

- Safe workplace
- Be socially responsible
- Be environmentally sustainable
- Contribute to community
- Act with integrity and honesty

The FM is responsible for appointing senior staff, setting appropriate remuneration structures and KPIs, monitoring and assessing performance, taking disciplinary action when needed, and generally ensuring the Company is suitably resourced to perform its tasks.

Experience and Qualifications

Essential experience and/or qualifications

- Successfully occupied an executive position
- Be able to communicate effectively in Mandarin and English (written and oral)
- Relevant tertiary education
- Knowledge of Agriculture retail and wholesale sector in China
- Professional CPA qualification
- Proven experience as a Finance Manager
- Experience in the horticultural sector with previous possible roles such as management accountant or financial accountant
- Proficient user of accounting software
- Able to construct, manage, guide and lead his/her team to ensure appropriate financial processes are being used
- A solid understanding of financial reporting and accounting principles
- Working knowledge of all statutory legislation and regulations

Desirable experience and/or qualifications

- Experience in developing new greenfield business and executing major expansion projects
- Experience in a large-scale horticultural facility/businesses
- Experience and contacts in Jiangsu Province, China
- Experience managing small teams to deliver outstanding results
- Experience of operating with major multinational corporations and government organizations

- the annual financial plan, the annual financial reports, income and expenditure accounts, profit and loss accounts
- the quarterly financial statements
- the monthly reports, including sales report, profit and loss, cash flow statement, bank reconciliations and asset register
- the weekly reports, including sales report and cash balance of the Company, all in accordance with the requirements for such financial statements and accounts
- To assist the General Manager in organizing and implementing resolutions of the Board of Directors

- Other duties under his/her competences as provided in the Management By-law and other work assigned by the General Manager from time to time
- Develop financial forecasts and projections for the firm's finances
- Conduct reviews and evaluations for cost-reduction opportunities
- Setting up new systems and processes for the greenfield site
- Responsibilities for bank accounts and ensuring safe-keeping of the JV's cash and other financial assets

Personal qualities & behavioural traits

The FM will be required to implement strong processes within the operating facility to ensure recognition of the premium product. These include processes for food safety and traceability, key growing inputs, packaging and will be required to satisfy customer and regulator audits and other requirements.

Operating at a strategic level, the FM will have demonstrated expertise in communicating, promoting, negotiating and liaising at a senior level.

The person will have demonstrable high level interpersonal skills at managing an organisation ethically and to a very high standard, involving staff with diverse backgrounds (culturally and professionally).

Experience with China and other cultures.

Critical personal qualities include:

- Integrity and trust
- Attention to details
- Strategic thinking
- Drive for results
- Business acumen
- Customer focus
- Building effective teams
- Excellent communication skills
- Cross-cultural agility
- Hard working

How to Apply:

Send your English CV to hr@nihaoglobal.com and state the position that you are applying for at the headline.

If you have any questions regarding this position, please contact us at hr@nihaoglobal.com or +86(0)10 5960 5289.