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**Job Description – English Secretary （Confidential Secretary）**

Department: \_\_Foundation

 **Position Summary**

* Be responsible for daily accounting and financial management of Foundation.
* Be responsible for the financial management of foundation’s public welfare programs.
* Be responsible for the information construction of foundation department’s financial management
* Assist and be in adjunct of secretary.
* Accomplish other jobs given by bosses

**Qualification**

* Equipped with the degree of bachelor or above, major in accounting, financial management, finance, statistics and so on related.
* Equipped with relatively high skill of financial management and accounting check and could apply superiorly the skill of financial analysis to analyze effectively financial activities and economics operation.
* Familiar with accounting standards, accounting system, accounting practice and related accounting industry regulations.
* Equipped with good writing skill and oral expression ability, proficient with computer operation and software programs.
* Candidate who has passed the Securities Qualification Certificate (SAC), Fund Qualification Certificate, Certificate of Accounting Professional and has more than 2 years’ work experience in related industries is preferred.
* Equipped with good English skill in both writing and speaking

基金会财务管理员

部门：基金会

岗位职责：

（1）负责基金会的日常会计核算和财务管理；

（2）负责基金会公益项目的财务管理；

（3）负责基金会财务管理的信息化建设；

（4）协助并兼任文秘工作；

（5）完成领导交办的其它任务。

招聘条件:

（1）本科及以上学学历，会计学、财务管理、金融学、统计学等相关专业；

（2）具有较高的财务管理、会计核算知识，能熟练应用财务分析技能，对资金活动、经济运行情况进行有效分析；

（3）熟练掌握会计准则、会计制度、会计实务及相关行业会计制度，熟悉经济法规、财税法规；

（4）具有良好的文字写作能力及口头表达能力，熟悉计算机操作及办公软件的使用；

（5）已通过证券从业资格、基金从业资格、会计从业资格考试者及具有相关行业2年以上工作经验者优先。

（6）具备良好的英语书面及口头表达能力。