



Alliance Française

Kunming 昆明法语联盟



## JOB OPPORTUNITY

### FINANCIAL & ADMINISTRATIVE MANAGER

Join Kunming Alliance Française's team for a unique opportunity on a high level position.

As the Administrative and Financial Manager, you act as an interface between the codirection of the Alliance and 1. Yunnan university, 2. governmental institutions and 3. external service providers. You ensure the legal, financial, accounting, administrative and fiscal integrity of the Alliance.

### REQUIRED SKILLS

4 years of progressive, relevant work experience

Familiar with budgetary, accounting and fiscal procedures of both public and private institutions

Knowledge of analytic accounting system appreciated

Working proficiency in English or French

Professional, willing to go the extra-mile, Flexibility, intercultural sensibility

### SALARY

> Fixed wages 8000 元 / month

> Compulsory insurances and taxes paid by the employer

> 11 national holidays + 20 paid leaves per year

### RESPONSABILITIES

Liaison with partner university

Management of financial and accounting processes

Implementation and management of administrative process and human resources management

### HOW TO APPLY

Send before the 15th of August to  
Thomas CHAUMONT, codirector  
Jérémy BRAY, Learning Manager

> CV (pdf, in english, Wechat ID, references)  
> Short cover email

[chaumont.thomas@afchine.org](mailto:chaumont.thomas@afchine.org).  
[pedagogie.kunming@afchine.org](mailto:pedagogie.kunming@afchine.org)