**Plan International in China is currently recruiting for one Expense Accountant.**

**国际计划目前正在招聘一名费用会计**

**About the Role**

**关于职位**

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. We have been building powerful partnerships for children for over 80 years, and are now active in more than 80 countries and regions.

国际计划是一家独立的、非营利性的国际人道主义发展机构，一直致力于推动儿童权益和女童平等。80多年以来，我们一直为儿童建立强有力的合作伙伴关系，如今在超过80个国家和地区开展项目活动。

Plan International started its operation in China since 1995. Plan International implements its programs in various provinces and cities, including Beijing, Shaanxi, Yunnan, Sichuan, Anhui, Qinghai, Hunan, Jiangxi and etc. In its programme areas, Plan International mainly works in the field of early childhood development, inclusive quality education, child protection, youth economic empowerment, disaster risk management, and etc.

国际计划1995年进入中国。国际计划在包括北京、陕西、云南、四川、安徽、青海、湖南和江西在内的多个省市实施项目，项目主要涉及儿童早期发展、教育、儿童保护、青年经济赋能和灾害风险管理等领域。

The purpose of this role is responsible for reviewing program area daily financials operations compliance with Plan policy and standards, including payment to partners, suppliers and individuals, liquidation from partner and staff; and filing all related documents, as well as providing financial support and training to staff and partners. In daily work, the position should carry out Global Safeguarding Policy, to promote child rights and gender equality.

该职位的职责是审查项目区的日常财务运作是否符合国际计划政策和标准，包括向合作伙伴、供应商和个人付款、合作伙伴和员工的清算、归档所有相关文件，以及在日常工作中向员工和合作伙伴提供财务支持，在日常工作中，该职位应贯彻保障政策，促进儿童权益和性别平等。

**Accountabilities:**

**职责：**

* Review all project related payment and liquidation from partner and other financial report related transactions.
* 负责审核合作伙伴提交的所有项目相关付款和清算以及其他财务报告相关交易。
* Ensure payment and liquidation review and voucher entry in SAP timely and accurately; and all transactions comply with internal operational manual and external accounting policy and regulations.
* 确保及时准确地审核付款清算和凭证系统录入，所有交易符合内外会计政策和法规。
* Ensure payment and liquidation meet the terms of agreement/contract.
* 确保付款清算符合协议/合同条款。
* Monitor actual expenditure and budget including project budget, weekly budget and agreement budget, ensure all payment with adequate budget support, and book the cost under correct account code including WBS code and GL code.
* 监控实际支出和预算，包括项目预算、周预算和协议预算，确保所有付款都有足够的预算支持，并记账到正确的会计科目下，包括WBS和GL代码。
* Accrue payable and prepay on monthly basis.
* 按月计提应付账款和预付账款。
* Bank operations timely and accurately deals with bank relevant issues, including necessary liaison, assist auditor for bank confirmation issues, application of foreign exchange settlement, manage safe deposit box, seal maintenance etc.
* 及时准确地处理银行帐户日常运作相关事宜，包括必要的联络沟通、协助审计的银行询证、结汇申请、管理银行保管箱、印签维护等。
* Declare foreign currency receipt from treasure for SAFE compliance, make foreign exchange deal with the bank and raise foreign exchange accounting entries.
* 按照外管规定结汇并入账。
* Play as bank liaison
* 承担银行联络人职责。
* Review and consolidate bimonthly fund request
* 审核并合并双周资金申请。
* Monitor bank cash movement and analysis fund needs and use in line with budget
* 监控银行现金流动，分析资金需求并按照预算使用。
* Ensure cash available anytime and control bank balance within the required standard.
* 确保现金随时可用，并将银行余额控制在要求的标准内。
* Ensure tax return and payment to comply with tax policy and regulations every reporting period.
* 确保每个报告期的纳税申报和支付符合税收政策和法规。
* Build relationship with tax bureau.
* 和税务局建立联系。
* Establish and maintain finance files by projects and register the partner payment and liquidation log;
* 按项目建立和维护财务档案，并登记合作伙伴付款和清算日志。
* Ensure all relevant supporting documents are attached to the voucher and follow up outstanding issues
* 确保凭证后附齐了所有相关支持文件，并跟踪未解决的事宜。
* Consolidate the problem occurred in routine review and report to manager regularly; share experience with different department/staff and provide relevant training to staff/partner.
* 对日常审核中出现的问题进行整合，并定期向经理汇报；与不同部门/员工分享经验，并为员工/合作伙伴提供相关培训。
* Support year end tasks and audit matters
* 支持关年和审计事项。

**Technical Expertise, Skills and Knowledge:**

**所需的技术、技能和知识：**

* College degree or above, major in accounting or related field.
* 大学专科或以上学历，会计或会计相关专业。
* Qualified accountant.
* 有会计资格。
* At least 2 years’ experience in accounting.
* 两年以上相关会计工作经验。
* Good written and spoken English skills;
* 良好的英语书面和口语表达能力；
* Proficient in Microsoft Excel and other office software.
* 熟练使用Microsoft Excel等办公软件。
* Good communication and interpersonal skills.
* 良好的沟通和人际交往能力。
* Good coordination skills and facilitation skills.
* 良好的协调能力。
* Good team work spirit, honest and dedicated.
* 良好的团队合作精神，诚实敬业。
* Have the initiative to work, can be responsible for their own behaviour.
* 有工作积极性，能为自己的行为负责。
* 1 year in similar role in INGO in China is preferred.
* 在中国非盈利机构类似职位1年工作经验者优先考虑。
* Dedicated to helping children and families in need.
* 致力于帮助有需要的儿童和家庭。
* Demonstrates clear respect to all and especially children and women without discrimination.
* 尊重、无歧视、平等地对待所有人，尤其是儿童和妇女。

**Physical Environment and Demands:**

**工作环境和要求：**

Typically office environment with moderate travel to partner or project sites.

典型的办公环境，中等出差需求，需要到合作伙伴处或项目点出差。

Location: Xi’an City of Shaanxi Province

工作地点： 陕西省西安市

Type of Role: 3-year fixed term contract

职位类型： 3年固定期限合同

Reports to: Finance Manager

汇报对象： 财务经理

Closing Date: 25th March 2025

截止日期： 2025年3月25日

References will be taken and background and non-criminal checks will be carried out in conformity with Plan’s Policies. Plan operates an equal opportunities policy and actively encourages diversity.

根据国际计划的政策规定，我们会对最终候选人进行背景调查。国际计划实行平等机会政策并积极鼓励多样性。

Please send your C.V. and letter of application (in both Chinese and English) to e-mail address:

请将您的简历和申请信（中英文版）发送到以下电子邮箱地址：

**PlanChina.HR@plan-international.org**