

CANDIDATE BRIEF

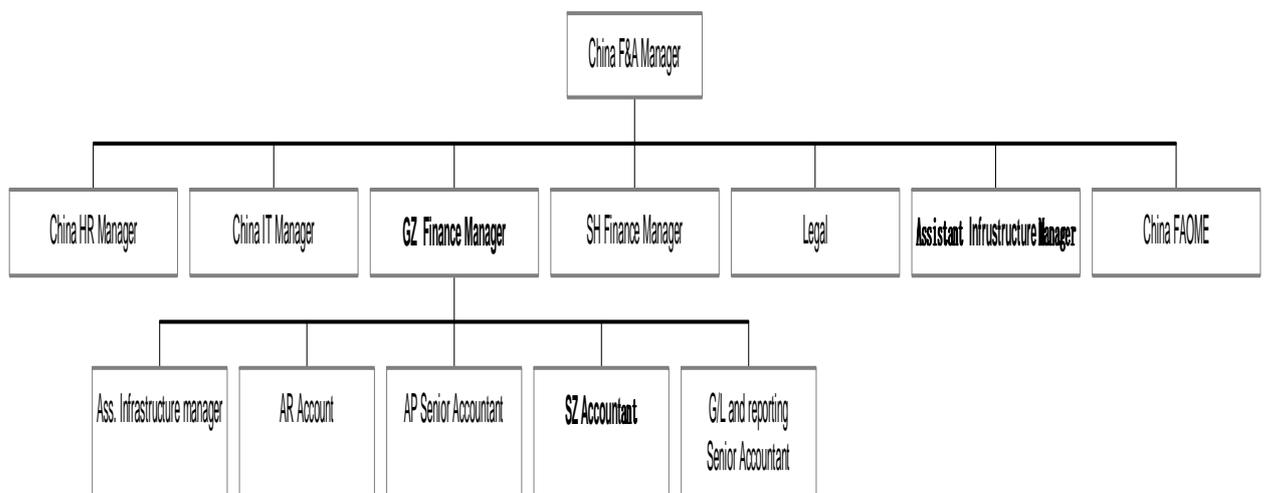
OUR CLIENT

Is the luxury brand name for the range of precision-cut crystal glass and related products. The company was founded in 1895 by Armand Kosman and Franz Weis using Daniel expertise at glass-cutting and his family name. It was the 1892 invention and patenting of its innovative electric glass-cutting machine which prompted the company to be created. Their first factory for producing carved crystal was built in Wattens, Austria.

POSITION PROFILE

- DESIGNATION** : Finance Manager
- LOCATION** : Guangzhou - China
- REPORT TO** : China F&A Manager
- SUBORDINATES** : 6 direct reports (target)

REPORTING STRUCTURE :



KEY JOB RESPONSIBILITIES :

Review and approve training and development plans for all employees to improve individual as well as divisional capabilities, and establish KPIs for team members, and coach and motivate them to achieve their targets. Work on all financial related assignment of companies and taking necessary steps in accordance with Corporate's finance policies framework and guidelines

Integration of financial results, proper accountability and protection of company's assets and maintaining effective system of internal controls\

Prepare Budget and 2nd Forecast

To plan for and manage cash-flow position of the Company

To maximize the returns of the Company's funds with good treasury management

Ensure adequate funding and effective management of the company's funds

Checks and approves payment proposals and terms (local purchases)

To lead Finance department in line with local legislation and group accounting rules

Consolidate sales & expenditure figures of all the department

Manages and controls all accounting activities and reporting requirements (incl. Year end Closing) in line with local legislation and audit results

Manage credit control, timely receivable and accounts payable

Assist F&A manager to analyses commercial results and advises CCB and CGB Management on this and manages and controls profitability, follow up problems and initiates improvements as well

To be responsible for punctual and accurate group reporting

To exercise control on the proper use of the company's financial resources and infrastructure resources in conjunction with General Manager in Guangzhou.

To supervise the infrastructure supporting function in Guangzhou to provide office administration function to CCB and CGB and retail administration support to CGB

TACTICAL CHALLENGES : (WITHIN 3 TO 6 MONTHS)

Effectively plan and organise the workload of the departments being part of F&A Provision of fair and impartial F&A services to Business

To build close working relationship with key managers, China management team and at the same time to lead and enhance the Finance team integrated competency with currently new F&A Organization setup.

To proactively propose and adjust Finance service method accordingly to fast business development needs complying with internal and external policy and guideline.

**REQUIREMENTS : 1. Formal qualification in Finance/Accounting;
2. At least 5 years relevant working experience;**

3. Capable of working independently and taking proactive actions;
4. Good interpersonal skills in handling both internal and external customers;
5. Good communication skills and able to deal with people at all levels;
6. Good PC Skills in Windows/MS Office/Accounting Package
7. Proficiency in English and Mandarin.
8. Adequate knowledge of regulatory requirements
9. Good supervisory skill

SCOPE OF WORK

- : 1. Check, negotiate and approve payment proposals and terms to Minimize bad debts
2. Effective cash management
3. Support business decision making and budgeting, secure cost allocation to appropriate budgets
4. Evaluate, adjust and report fiscal results
5. Control Fixed Asset Registrar
6. Manage local financial and infrastructure supporting procedures and develop new ones based on necessity
7. Oversee accounting functions and meet reporting requirements (incl. Year-end closing) in line with local legislation and audit results
8. Manage and control profitability, follow up problems, initiate improvements to finance operation.
9. Pro-active make financial analysis, risk analysis and internal and external reporting
10. Facilitate the development of budget, initiate budget preparation and provide information to line

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management for budgetary control

11. To maintain proper relation with external parties in the areas of dealing with Auditing, Legal, Insurance, Taxation, Banking, Industrial and Commerce and other relevant government bodies in conjunction with F&A Manager

12. To develop standards, controls & condition to ensure those involved contribute to office environment, productivity and work towards the Company goals.

KEY PERFORMANCE :

INDICATORS

This position will take whole responsibility to supervise GZ and SZ financial department and infrastructure support department for its daily activity and satisfy its short term and long-term objectives.