

## Finance Manager Madrid/ Barcelona (Chinese, English & Spanish)

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Company: Antal International

Location: Barcelona

Category: arts-design-entertainment-sports-and-media

### Job Description

#### **Finance Manager (Chinese +English+ Spanish)**

Our client is a famous freight and logistic company, with HQ in China. We are looking for an experienced finance manager to join Barcelona branch office and Madrid branch office. Our client offers a permanent contract, and the candidate should use three languages as working languages and hold valid working permits in Spain.

#### Main Task

1. Daily accounting: responsible for all accounting of the Spanish company, such as voucher entry, document inspection, reconciliation and write-off, receipt and payment and other financial related work.
2. Financial statements: Responsible for the preparation and reporting of financial statements of legal entity in Spain, such as balance sheets, income statements, cash flow statements, financial analysis, etc.,.
3. Tax management: responsible for the tax management of Spanish companies, including daily tax declaration, tax knowledge learning, tax risk identification, tax norms in business activities, etc.
4. Treasury management: responsible for bank docking, budget preparation, daily fund receipt, payment, and allocation, etc. Assist in handling the company's financial cooperation with banks and other financial institutions, including account management, fund settlement and loan application, etc.
5. Risk management: Cooperate with the general manager in Spain to supervise business

operations, and timely warn potential major financial risks, including the recovery of funds, the management of deposits, and the security of financial data.

#### Collaboration

1. In the process of opening company bank account, provide financial support.
2. Docking the operation and development requirements of the company's system, and cooperating with the commissioning, update, online and other related work of the system.
3. Assist the general manager to deal with various matters according to the various systems
4. Responsible for the publicity and implementation of the group's financial system

#### Requirements

1. bachelor's degree or above, major in accounting, financial management and other related majors,
3. Spanish, English, Chinese are used as working languages.
4. At least 5-7 years of work experience in the similar position, familiar with financial software and MS Office, Excel and local finance software.
5. Good analytical skills and problem-solving skills, meticulous, patient, responsible, and strong ability to work under pressure.
6. High communication skills and coordination skills, capable of explain and analyze financial data.

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