



지원분야

- 모집부문 :

Accounting & Administration Accounting and Admin

- 업무내용 :

Job Role Summary

The BCCK is seeking an Accounting & Administration Manager. The Accounting & Admin Manager manages all the accounting and administrative work of the British Chamber of Commerce in Korea (BCCK). This includes the ensuring appropriate accounting reporting as well as clear financial reporting internally across multiple revenue streams and cost centres on a monthly basis. The role also includes the management of documentation to support HR functions and the management of the office of the organization.

This is a full-time position with a 12-month contract which is renewed depending on performance.

Required Knowledge, Skills & Abilities

- Must be fluent in English and Korean.
- Must be able to clearly articulate reasons for changes and trends in financial numbers.
- Must have strong research and analytical skills as well as effective written and verbal communication skills.

- Must be able to take initiative and work effectively under pressure.

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- Must be capable of independent decision-making and

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- Must have excellent organisational, communication and interpersonal skills.
- Must be proficient with database and reporting tools such as Microsoft Word, Excel and PowerPoint.
- Must have experience with accounting software.

• 고용형태 :

계약직

• 모집인원 :

01명

지원 자격

• 학력 :

대졸

• 전공 :

BA or MA Degree accounting or finance;

• 외국어 :

영어

• 직무관련 :

Responsibilities & Duties

- Ensure appropriate accounting process and basic financial reporting across multiple revenue streams and cost centres on a monthly basis;
- Maintenance of already established set of financial controls as the Chambers activities;
- Support of financial forecasts, and tracking of actual performance against forecast;
- Support of budgeting and bookkeeping procedures.
- Performance of accounting tasks including, but not limited to:
 - o AR: billing, issue tax invoice, monitor collection, weekly review of AR aging;
 - o AP: review invoices, remit payments;
 - o Treasury: visit bank branch to perform wires, daily cash reconciliation
 - o Monthly closing: prepare supporting documents for book-keeping service, accounting for lease and fixed asset;

- o Budgeting: update forecasts, generate reports such as budget vs. actual, performance report by cost centres;
- o Support external audit and tax filings;

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which contain financials, office reports, calendar updates, committee reports, events reports;

- Send out minutes after ExCo meetings;
- Arrange sub-committee meetings and prepare relevant documents before and after such meetings;
- Administering and support of HR functions;
- Record, monitor and report employee KPI achievement;
- Maintain historical human resource records; keeping past and current records;
- Manage staff holiday, time in lieu and sick leave requests;
- Ensure legal compliance by monitoring and implementing applicable human resource requirements;
- Manage agendas/travel arrangements/appointments for the CEO;
- Manage expenses/vehicle and insurances for the CEO;
- Manage phone calls and correspondence (e-mail, letters, packages etc.) for the CEO;
- Manage office to ensure stationery, provisions for staff, equipment and other office functions;
- Actively endeavour to reach the KPIs as set by management.

• 우대사항 :

Preferred Qualifications & Experience

- BA or MA Degree accounting or finance;
- 2+ years of work experience;
- Experience of working with KPIs;
- Computer savvy; proficient in MS Office; Adobe (Photoshop, Dreamweaver, Illustrator) (preferred);

지원서접수

• 지원방법 :

Required Documents for Submission

Documents must be in both English and Korean. Please name the documents as follows: Full Name_Position Applying For_Document Language (English/Korean) Date (YYYYMMDD)

- Cover Letter (English and Korean)
- Resume (English and Korean)

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following their passage through an initial document-based review.

Interviews will be conducted both in English and Korean.

- 접수기간 :
01월06일 12:00 ~ 01월17일 12:00
- 담당자 :
문성지
- 문의처 :
02-6365-2304 trade@bcck.or.kr
- 이력서 :
국문, 영문

추가 정보

- 복리후생 :
The BCCK Offers
 - Competitive salary between 30,000,000 KRW – 35,000,000 KRW and other benefits;
 - Opportunities for growth, development and promotion in a fast-moving organization;
 - 15 days annual paid leave in year one, 17 in year two and 1 day every 2 years (capped at 25 days);
 - Flexible working hours (arriving between 8-10am and leaving between 5-7pm);
 - 1 day per month able to work from home;
 - Time in lieu provided for those working out-of-hour events;
 - In-office cafeteria area with drinks, snacks and nice view;
 - Casual Friday;
 - Annual workshop (2018 Phuket, Thailand);
 - Monthly subsidy (100,000 KRW) for outside work activities (educational/fitness);
 - New CBD office location.
- 기타정보 :
Accounting & Administration Manager – The British Chamber of Commerce in Korea (BCCK)

≡ About the BCCK and the Accounting & Administration Administration

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who share significant commercial interests in the country. The position involves primarily working on the accounting-related activities of the Chamber as well as the administering of BCCK HR and office functions.

The BCCK offers an exciting and dynamic environment in which to work. The Chamber's role is to advise and support British companies doing business in Korea and to aid those that are planning to expand existing activities. The job holder will work closely with the British Embassy, British and Korean companies, and BCCK members.

지원하기

내가 스크랩한 기업



* 마감일은 기업의 사정으로 인해 조기 마감 또는 변경될 수 있습니다

슈퍼루키 추천 채용공고

