



# horizons

## We're looking for a talented Accounting & Tax Consultant

**Horizons Corporate Advisory**, a global-minded advisory served by a multicountry network of legal, tax and business experts, is hiring a qualified Accounting & Tax Consultant to join our team. In this position, you will be responsible for providing in-depth tax planning, consulting and compliance solutions for clients that include individuals, partnerships, corporations, estates, trusts and nonprofits.

**Location:** Shanghai

### Key responsibilities

- Maintain client relationships on a daily basis
- Perform daily accounting work, including:
  - Preparation of client payment instructions
  - Preparation of journal vouchers
  - Posting journals to the accounting system
  - Closing partial or full set of books
  - Preparation of monthly and annual financial statements, tax returns with tax computations and other tailor-made management reports/financial analysis under your supervision
- Reconcile accounts, balance ledgers and assists in updating cash position
- Issue tax invoices and perform input VAT tax verification
- Liaise with auditors of clients to assist in field audits
- Perform other duties as assigned

### Job-specific requirements

- University degree holder with recognized accounting qualification or business-related disciplines
- 1-3 years relevant working experience; having worked for professional accounting firms/CPA firms or multinational enterprises will be a plus
- Experience in accounting/tax and banking procedures
- Sound knowledge of international and local accounting practices
- Advanced experience using Microsoft Excel
- Experience using Microsoft Office applications
- Good knowledge of local systems (e.g. Kingdee, Ufida)
- Native Chinese speaker, strong command of English required.

In this position, as you provide your expertise, we'll help you realize your talent, recognize your leadership and support your professional development. To apply for or if you have any questions about this position, please contact: [careers@horizons-advisory.com](mailto:careers@horizons-advisory.com)

*one team, one focal point, one purpose*  
同一团队、同一焦点、同一目标

[www.horizons-advisory.com](http://www.horizons-advisory.com)