



## **Job Description- Accounting Admin Supervisor**

### **Company Summary:**

Clenergy ([www.clenergy.com](http://www.clenergy.com)) is a public company listed in Shanghai stock exchange, a high-tech company which specializes in product (manufacturing), Service (project development and EPC) and investment. Clenergy was founded in 2007; Headquartered in Xiamen, China. Clenergy's high-quality mounting systems with innovation and service established strong market presentation in Australia, Japan and AP region.

With its footprint across the world, Clenergy has grown to a passionate, globally renowned renewable energy company, and has set up the mature sales channel in China, Southeast Asia, Japan and Australia. Clenergy is an equal opportunity employer. Now we are looking to expand our business operation in International emerging markets, Europe and Asia-Pacific. We sincerely invite sales marketing talents to join Clenergy and create new success with us.

**Job Title:** Accounting Admin Supervisor

**Reports to:** ICFO

### **1. Accounting Admin Supervisor for Japan**

**Location:** Yokohama, Japan

### **General Description:**

This position should cover three functions: Finance controller, Admin, HR for the country, including but not limit to improve communication between Japan and China / Australia, budget control, implement company policies, risk management, admin & HR support to ensure accounting, taxation and HR compliance.

You will work with both internal and external department, like: Tax out-sourced partner Deloitte, Finance Center in China and Accountant team in Australia.

### **Main Duties and Responsibilities:**

- Vendor registration, Purchase order and Payment approval
- Purchase Order/Invoice review
- Budget Control
- Staff Expense Review
- Monthly payment forecast
- Local Taxation Compliance – VAT, Company and Employment tax
- Annual Statutory Lodgment – Statutory ( if applicable)
- Credit Control – AR Collection
- Fixed Assets Control
- Liaisons with Accounting Firm/China/Australia
- Insurance management
- Staff attendance & Annual Leave Management
- Administration management

### **Required Qualifications, Experience and Skills:**

- Educated to bachelor degree level or equivalent, major in Accounting.
- 3-5years experiences in Accounting and Finance.
- Fluency in Japanese and Chinese, other languages will be advantages.
- Japan permanent resident or with valid work permit.

## **2. Accounting Admin Supervisor for Australia**

**Location:** Melbourne, Australia

### **General Description:**

This position should cover three functions: Finance controller, Admin, HR for the country, including but not limit to finance analysis, budget control, vendor & purchasing control, D2D sales reporting & landed cost processing, GST & staff expenses issues, admin & HR support.

You will work with both internal and external department, like: Purchasing Vendors, Tax out-sourced partner Deloitte and Global Operation Center, Finance Center in China.

## **Main Duties and Responsibilities:**

- Vendor registration, Purchase order and Payment approval
- Purchase Order/Invoice review
- Trade reference and customer queries
- Budget Control
- Staff Expense Review
- Credit Card Control and Review
- Fixed Asset Register and bi annual stock-take
- GST return – Australia and Metz
- D2D and landed cost processing
- Stock Reconciliation & Provision
- Period end and auditing support
- Insurance management
- Staff attendance & annual leave management
- Administration management

## **Required Qualifications, Experience and Skills:**

- Educated to bachelor degree level or equivalent, major in Accounting and part CPA is required.
- 2-3years experiences in Accounting and Finance.
- Fluency in English and Chinese, other languages will be advantages.
- Australia Permanent Resident or Citizen.

## **Note:**

The company reserves the right to change the duties and responsibilities of this position at its own discretion.

## **Compensation and Benefits:**

Clenergy offers a competitive salary plus fully comprehensive benefits and performance incentive package based on an annual objective achievement. This is a full-time position.

If these describes you and you want to work for a company that delivers quality products, innovation and exemplary service to its partners, then please apply immediately by sending your application including your latest revised CV at [hr@clenergy.com.cn](mailto:hr@clenergy.com.cn) to have a talk with Eilene Lin or Helena Hong.