



Hewitt Associates (NYSE: HEW), a global human resources consulting and outsourcing company, helps leading organizations around the world anticipate and solve their most complex benefits, talent, and related financial challenges. With a history of exceptional client service since 1940, Hewitt has offices in 33 countries and employs approximately 23,000 associates.

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Financial Assistant (Beijing) / 财务助理

Job Profile:

- Process daily bank and cash transactions;
- Perform daily bookkeeping of Beijing branch in accordance with Hewitt guidelines and regulations of local authorities and ensure authenticity and accuracy of figures;
- Prepare complex analyses, reconciliations and identification and conduct research of various transactions and tax-related issues.
- Maintain Hewitt Project Management System;
- Work with finance manager to handle A/R, A/P and G/L issues
- Assist in the implementation of accounting systems.
- Responsible for the filing of accounting records

Qualification:

- College or university degree in Finance and Accounting or closely related area
- Prefer 1- 2 years of FIE working experience in Finance and general office administration functions
- Familiar with rules and regulations in the Finance, Accounting and Tax field
- Strong experience and background in Individual Income Tax and Corporate Tax field is a plus
- Good English skill in reading and writing, fluent spoken English is a plus;
- Good computer skills;
- Excellent interpersonal skills;
- "SWAN" attributes (smart, work hard, ambitious, nice).

We offer competitive total compensation package which include cash pay, supplemental benefits, and a flexible working environment to all our associates. If you think you meet the requirements stated above and are keen to take on an exciting, rewarding yet challenging role at Hewitt, please mail your resume to:

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(Please use attachment, and do not attach any photos)