



Job Description

TITLE:	Deputy Director of Finance
DEPARTMENT:	Finance
LOCATION:	Shenzhen World Exhibition & Convention Center, Shenzhen, China
REPORTING TO:	General Manager/President
DIRECT REPORTS:	Accountant, Internal Auditor, F&B Accountant

PURPOSE:

The Deputy Director of Finance assists in the development and implementation of company goals and priorities relating to financial management, budget, accounting, purchasing, and payroll in compliance with local law, SMG policies and procedures.

KEY ACCOUNTABILITIES:

- Form a close working relationship with the General Manager/President, other Senior Executives and Non Executives
- Provide leadership to the Finance and Accounting strategy, to optimise the financial performance and strategic position
- Take overall control of the accounting function
- Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers
- Ensure that company financial systems are robust, compliant and support current activities and future growth
- Lead and develop finance teams
- Work with senior teams to grow the business, formulating strategies and plans
- Ensure corporate budgeting processes are carried out and reviewed
- Take ultimate responsibility for the company cash management policies
- Present annual accounts to relevant bodies
- Ensure that the regulatory requirements of all statutory bodies are met
- Corporate finance: manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions, as appropriate
- Establish a high level of credibility and manage strong working relationships with external parties including customers and advisors
- Monitors SMG compliance with all provisions of the management contract
- Maintains contact with SMG's risk management department and insurance broker for coordination of appropriate coverage
- Reviews all contracts for client, events, subcontractors, food and beverage or concessionaires
- Reviews and/or prepares event settlements
- Any other relevant duties as appropriate

SUPERVISORY RESPONSIBILITIES

Provides overall direction, coordination and evaluation of Shenzhen World Finance department. Carries out the full spectrum of supervisory responsibilities in accordance with SMG/SMG China's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND WORK EXPERIENCE

- Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.
- Bachelor in finance or accounting major with least 5 to 7 years' experience in senior position in public accounting and/or financial management.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with and maintain highly confidential information is required
- Excellent communication, interpersonal skills and organizational ability
- High integrity and openness combined with commitment to good governance
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success
- Good command of English and Chinese both oral and written is required

COMPUTER KNOWLEDGE

- Strong IT skills, MS Office, payroll and accounting packages

CERTIFICATIONS

- CPA holder
- Must obtain all licenses or permits as required by the country, province or city.

MENTAL DEMANDS

Ability to handle high levels of pressure and critical decision-making.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours and may be required to work indoors and outdoors as required by the function. Must have the physical ability to manoeuvre around the venue at times, walking and/or standing up to 6-10 hours daily. This position may also be exposed to adverse conditions including inclement weather, noise, fumes, etc.

HOURS OF WORK AND TRAVEL REQUIREMENTS:

Ability to work irregular hours that may vary due to functions and may include day, evening, weekends and holidays

NOTE: *The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.*