

Job Description 职位描述

Department : GMO 部门 : 总经理办公室	Job Designation : Manager, Control & Compliance 职位名称 : 经理, 内控及合规
Grade : 级别 : P3	Location : 工作地点 : Shanghai & Wuxi
Direct Reports to (Title): 汇报人 (职位) : CH, Shanghai & CH, Wuxi	Direct Reports (Title, if applicable) 下属 (职位, 如适用) : None
<p><u>Overall purpose of the job</u> <u>职位概述</u></p> <p>Enhance control environment of organization; provide assurance of internal controls; improve internal controls; improve operational & financial processes; establish consistent practices of controls and processes across the Shanghai companies</p>	
<p><u>Main responsibilities</u> <u>主要职责</u></p> <ol style="list-style-type: none"> 1. Ensure KLCL FAL, Group policies, and financial SOPs are clearly communicated, understood and implemented by all staff of Shanghai & Wuxi companies ; conduct regular and ad hoc training, questionnaire, and workshop etc. where necessary. 2. Regularly summarize internal control issues raised by auditors and disseminate them to all concerned parties for guidance and to prevent same or similar issues from occurring in other operations; conduct regular internal control review and ad hoc pre-audit review. 3. Review draft internal audit issues with management and auditors before issuance of audit reports; follow up recent internal audit and external audit issues raised by auditors; ensure corrective actions by management are timely and adequately taken; work with internal and external auditors to ascertain that corrective actions taken by management meet their expectations. 4. Properly provide ground team's feedback once KLCL FAL, KLCL group policies, and financial SOP updated. Involve in other control-related exercises such as Control Self-Assessment (CSA), Management Control Questionnaire (MCQ), etc. 5. Complete other ad hoc tasks assigned by the superior. 	
<p><u>Competencies required</u> <u>能力要求</u></p> <ol style="list-style-type: none"> 1. Experience in internal controls and risk management. 2. Good communicator who are effectively bilingual. Suitable candidate is someone who is tactful, proactive, meticulous, and has strong drive to excel. 3. Good knowledge of MS Office, especially PowerPoint presentation. 4. Speak up and create new way to do things. 5. Honest, dependable, collaborative and show strong ownership, entrepreneurial drive. 6. Passionate, result-oriented and seeking for long-term development. 	

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<p><u>Qualification and experience required</u> 资历及经验要求</p> <ol style="list-style-type: none"> 1. Graduate in accounting degree or similar discipline with 6-8 years' experience in external /internal audit /accounting or related areas. 2. Experience in property development industry is an advantage. 3. Involve some travelling to other cities in China. 4. Good command of English & Mandarin skill in reading, writing & speaking 	