


17.05.2022 - Auslandshandelskammern

Senior Finance Manager - AHK Southkorea (KGCCI)

 Full-time/Part-time: Parttime

 Preferred start date: 26.05.2022  Location: Seoul

Apply at:
hr@kgcci.com

The Korean-German Chamber of Commerce and Industry (KGCCI) has been promoting economic relations between the Federal Republic of Germany and the Republic of Korea since its foundation in 1981. With around 500 members from various industries, KGCCI is the second-largest bilateral Chamber in Korea. 25 bilingual professionals are in charge of a variety of dynamic projects bridging Korea and Germany. KGCCI focuses on its functions as trade promoter, membership organization and, together with its subsidiary KGCCI DEinternational, as service provider. Moreover, the KGCCI is a member of the German Chamber of Commerce Worldwide Network (AHK), with 140 locations in 92 countries around the world.

The Korean-German Chamber of Commerce and Industry (KGCCI) is looking for a Senior Finance Manager.

About the position

- Prepare the annual budget and financial planning, monitor its execution and adjustment
- Prepare monthly/yearly forecasting and closing, prepare and support external auditor
- Execute payments, control accounts and company credit cards, prepare travel expenses
- Do the bookkeeping in cooperation with external service provider
- Manage the cashflow
- Do the AR/AP financial statement
- Implement and adjust a full cost accounting and calculation of administration cost
- Prepare the payroll
- Ensure insurance coverage of the Chamber's activities
- Prepare and manage Treasurer spot check
- Develop KGCCI's financial processes, tools and systems in the light of digitalization
- Re-structure and optimize processes related to finance and admin
- All tasks in connection with work contracts, payroll, employee benefits, leave and sick day monitoring, personnel file, etc.
- General admin support

Required qualifications

Requirements

- Korean native speaker
- English professional business level required, German would be helpful
- Advanced knowledge of current Korean Accounting Software and MS Office (Excel, Word, PowerPoint)
- Excellent knowledge of Korean Accounting guidelines and their development
- Excellent knowledge of Korean Tax Law and Guidelines
- Excellent knowledge of DIHK Finance Handbook
- Good knowledge about digital tools
- Min. 10 years of work experience in the field of Finance

Competencies

- Sound financial knowledge, always up-to-date
- Overview of all timelines and necessities
- Very structured and organized
- Very precise in handling numbers
- Responsible, reliable, trustworthy, discreet
- Resilient
- Team player
- Good communication skills (internal, external, cross-departmental)
- Curious and pro-active regarding improving procedures and systems as well as open to change

What we offer

Are you interested? We look forward to receiving your application. English resume and cover letter to be sent until **26 May 2022** via e-mail to hr@kgcci.com. Please specify position (Senior Finance Manager) and provide references, if available. Further documents (diploma, transcript) may be requested at a later point in time. For inquiries, please contact Ms. Eun-Hyang Cho, 02-3780-4601, hr@kgcci.com