



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce  
Career Day 2020

Job Description

Position: **Finance Assistant**

**Job Description (100 words):**

The Finance Assistant will be reporting directly to the Office Manager and to the Finance Controller, who is in charge of:

- Coordinate Finance/Accounting aspects between Italy HQ and vendor;
- Assist to manage the business and financial invoicing process;
- Accurately and timely complete the financial statements and settlement of the company's expense reimbursement;
- Assist to review the reimbursement documents according to the company's financial management requirements;
- Participate overseas payment documentation, manage the process of intercompany transactions;
- Performs other duties as assigned.

Job location: **China World Tower, Beijing**

Type of job (full-time, part-time, internship): **internship or part-time (potential to move to full time)**

Required experience: **N/A**

Starting date: **Sep 1st, 2020, duration: 3 month, 3 days per week, 8 hours per day**

Salary (if indicated): **N/A**

**Candidates' requirements (100 words)**

**Join us ! Seize the opportunity to become FULL TIME  
What we expect of you?**

- Currently in the middle of your Master (or Bachelor, if the candidate is outstanding) program of prestigious universities to be graduated in 2020/2021 Major in Finance/accounting/tax or Someone with a 3 year experience in a similar Finance role
- Have a good sense of team work and communication skills, can withstand greater pressure, strong perception ability
- Competency of quick learning, communication and organizing driven with positive enthusiasm and a pragmatic approach
- Advanced software skills notably Word, PowerPoint, Adobe Photoshop, Excel
- Proficient Italian or English (on top of Chinese).

It will be a unique opportunity to work in a lean, dynamic and growing organization in order to develop the Company positioning in the Chinese market: proactivity and capability to adapt is indeed one of the key requirements.



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**Company Information**

Company Name: **Snam China (Branch of SNAM Holding, Italy)**

**Company Description (100 words):**

**SNAM China**

**Snam is the Europe's largest leading gas utility. It has been building and managing sustainable and technologically advanced infrastructure guaranteeing energy security for almost 80 years. Snam operates in Italy and, through subsidiaries, in Albania, Austria, France, Greece and the United Kingdom, acting as the most involved in projects for the creation of the Energy Union.**

**Snam's business model is based on sustainable growth, transparency, nurturing talent, and development of local areas by constantly listening to and exchanging dialogues with local communities, also thanks to the social initiatives of the Snam Foundation.**

**Through the Snamtec project, launched in 2018 and increased in the 2019-2023 Plan, Snam has given a great boost to investments for energy transition, focused on technology initiatives, innovation and R&D supporting large national and international networks and green economy businesses, like sustainable mobility, renewable gas, hydrogen and energy efficiency.**

**Snam China is the Chinese branch of the large European multinational. The local company will be a lean environment with frequent interactions with the Headquarter.**