

## Employment Opportunity

### General Information:

<b>Department:</b>	Finance & Administration
<b>Location:</b>	European Chamber of Commerce in Korea, Seoul Office
<b>Application Deadline:</b>	March 28, 2021

The European Chamber of Commerce in Korea (ECCK) is the distinguished association of European Companies operating in or related to Korea. Pursuing a career at the ECCK involves working in a multicultural environment, together with valuable business makers and government officials from Korea and Europe. The challenging tasks and duties will reveal as an opportunity to develop your career in an innovative, modern-working environment.

### Job Description & Requirements

#### Job Description

The Head of Finance & Administration is responsible for managing at the Chamber's day to day financial administration, pensions and payroll activities. Furthermore he/she ensures that all statutory accounting and reporting functions are properly executed. In addition to that is manages the Human Resources' related functions at the ECCK. The position holder reports directly reports to the President of the ECCK and on a case-by-case basis to the Treasurer, one of the ECCK's Board members.

#### 1. Finance & Accounting

- Close - monthly and yearly - the chamber's financial accounts in cooperation with an external service provider
- Administer and execute Account Receivables and Account Payable transactions; incl tax payables
- Execute payroll in cooperation with an external service provider
- Perform external financial year-end and tax audit
- Prepare various financial reports such as cash or overdue reports
- Preparation of Budgets and Forecasts and respective reports and variance analyses

#### 2. Administration

- Human Resources including on-/off- boarding and trainings
- Administrative processes such as contracts, registrations, and certifications.
- Support to the President of the ECCK

#### Requirements

- Good knowledge of Finance & Accounting or Financial Controlling; at least three (3) years of experience in Finance & Accounting, experience in Financial Controlling a plus
- High level of accuracy in respect to financial data a must, well organized but also proactive and self-confident
- International background either in education and or work experience preferred
- Fluent in Korean and English (both oral and written)
- High proficiency in using MS Office software such as Word, Excel, and Powerpoint

### Application Procedure:

Please send your application by email to [hyunsung.rhee@ecck.or.kr](mailto:hyunsung.rhee@ecck.or.kr) by March 28, 2021

Application should include:

- **Cover letter in English & Korean** (max. 1 page each)
- **CV in English & Korean** (max. 1 page each)

Late or incomplete applications will not be considered.