

Job Description

Secretary General – Joint China Practice (JCP)

Department:	China Leadership
Reports to:	China Leadership Team
Location:	Beijing
Job Level:	Director Level
Salary Range:	RMB 45,500 – 60,600/month (Gross salary, before TAX)
Positions directly supervised:	<ul style="list-style-type: none"> • Office Manager Beijing and Shanghai • Office Manager Guangzhou • Accounts Team Leads Beijing and Guangzhou

Company Introduction

China has continued to grow at a dynamic and rapid pace, steadily expanding its influence in key markets and economies around the world. It's a country that offers many opportunities to both inward and outward investors - but how do you make the most of these opportunities?

Engaging a law firm that understands these opportunities is a big step in the right direction. Whether you're a China-based company that needs assistance on offshore transactions, or an entity doing business in China, Gowling WLG can help you succeed.

From a Representative Office in Guangzhou and a Corporate Representative Office in Beijing - as well as an established market presence around the world - Gowling WLG offers a crucial combination of legal expertise and cultural awareness through our dedicated China practice team, with members who:

- Hold expertise in various industries, including technology, advanced manufacturing, automotive, aerospace, energy, natural resources, life sciences, finance and real estate
- Have extensive experience in and knowledge of Chinese law and customs
- Are fluent in English, Mandarin, Cantonese and other languages

Our connection with China is further enhanced by the successful and longstanding relationships we hold with many of China's top corporations, government entities, professional service firms and associations that promote cross-border trade and investment.

Please click on the Company Website link for more information: <https://gowlingwlg.com>

Purpose of the Role

- Responsible for the leadership of all aspects of the business operations of the JCP's offices.
- Leadership and management of all business services team members in the JCP's in accordance with Gowling WLG's ("Firm") policies and procedures.
- Responsible for liaising with the management of each legal entity to ensure a strong, efficient and effective working relationship amongst the WFOE, LRO and independent Chinese law firm Aquila

Key Responsibilities

- Manage the daily business operations of the JCP, ensuring efficient, effective and appropriate service and support provision from all functional areas of the offices: finance/accounting, facilities and office management, procurement, human resources, marketing, business development and internal communications.
- Encourage and maintain a positive organisational climate that fosters, engagement, teamwork and collaboration in line with Firm values.
- Lead, guide and develop the JCP Office Managers and Finance professionals and through them their teams.
- Ensure compliance with Firm systems and standards in relation to Finance operations and other relevant regulatory requirements.
- Prepare and monitor annual capital, operating and fee budgets in collaboration with China Leadership Team.
- Ensure development, implementation of and adherence to the JCP's Human Resource policies and procedures
- Lead on continuous improvement, identifying and developing opportunities to streamline working practices and taking responsibility for ensuring their successful implementation.
- Work with the China Leadership Team and the Firm's BD team abroad on marketing and external communications in China.
- Lead on the planning, management and implementation of organisational change.
- Participate in other JCP initiatives as required.

Candidate Specification

- Minimum of 10+ years' management experience, including a minimum of 3 years professional services experience.
- Previous experience of living and working in China is essential.
- An experienced leader with strong communication, organisational and financial planning skills.
- Proven success in working with and influencing key stakeholders to accomplish common objectives.
- Proven success in managing multiple projects and deadlines and changing needs/requests while remaining positive, engaged and focused on finding solutions to problems.
- Strong analytical skills with attention to detail.
- Thorough knowledge of accounting and financial management. Accounting/Business degree and / or post graduate accounting qualification preferred.
- Fluent in spoken and written English.

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: CBBCHR@cbbc.org. Please use “**Gowling WLG Beijing – Candidate Name**” as the subject of the email.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a cover letter and use wrong subject of email will not be considered.

The closing date for applications is **8th August 2022**.