

TEXTRON
POSITION DESCRIPTION

POSITION TITLE: Finance Trainee -China
DIVISION: Corp SD&I
DATE: Dec 2015

PROGRAM INTRODUCTION:

Finance Trainee Program is an intensive two-year entry-level program spanning four rotational assignments. It is the ground stone of a long successful Textron career. These assignments may include: financial planning, accounting, operations analysis, auditing, forecasting, treasury/cash management, or commercial finance. The program combines coursework, intensive job assignments and interactive seminars to equip you with exceptional technical, financial and business skills. The program is led by senior Textron professionals and mentors and is committed to developing world-class financial leaders for exciting careers. We offer a competitive salary, outstanding benefits package and the professional advantages of an environment that supports your development and recognizes your achievements. We are an equal opportunity employer.

POSITION SUMMARY:

Under general direction of Finance Supervisor, the Finance Trainee is responsible for providing finance assistance to the Finance team. The program forces on developing trainee's leadership and analytical skills through national-class course training and key assignments with all business units within Textron. The main activities include accounting, banking, auditing, data collection and analysis. Position requires excellent professional skills and knowledge, the ability to adapt new environment quickly, strong communication skill and flexible working time.

ORGANIZATIONAL RELATIONSHIPS:

The Finance Trainee—Finance Supervisor

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Domestic working place rotation to complete the program training;
- Learn professional skills and knowledge from each Finance Supervisor.
- Liaise and work closely with colleagues on every working place in order to understand the finance system of Textron;
- Manage financial and currency processes and transactions in accordance with policy and law, and ensure timely collection of payment from each departments' accounts;
- Collect and analyze finance information and data;

- Manage, organize, and update relevant finance data periodically;
- Familiar with related finance system.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors Degree in Finance/Accounting. Excellent academic record (please include GPA, ranking or related information into your resume)
- Demonstrated leadership experience and analytical ability
- Strong communication and interpersonal skills
- Flexible/adaptable working time
- Good computer skills, especially excel. The experience of operating finance system preferred
- relevant academic and/or work experience preferred