



Job Description

Job Title: [Finance Intern](#)
Department/Group: [Bell ZJ](#)
Reports to (title): [Finance Manager](#)
Working Site: [Shanghai, China](#)
Prepared Date: [Apr. 2026](#)

1. JOB SUMMARY:

The position holder functions as Finance Intern for Bell ZJ, and performs responsibilities related to: implement company finance policy; ensure that all business activities and finance records are in accordance with company finance policy and related state regulation. Implement relevant systems to meet Textron Finance Guidelines.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform daily cashier management and bank transactions of receiving and payments, prepare cash flow report and bank reconciliation statements.
- Review employee expense reimbursements for compliance, authenticity, and completeness according to company policies.
- Verify raw material and expense-related purchase invoices, post transactions and clearance of outstanding items.
- Issue VAT Fapiao to customers, update sales tracking list, AR and invoice report.
- Maintain Fixed Assets template.
- Record AP/AR and bank journal entries in systems.
- Perform tax declaration and statistics filing to local government authorities.
- Maintain the financial records of the company in auditable conditions.
- Cooperate with external and internal auditors during the audit processes.
- Undertake other tasks assigned by the department head.

3. KNOWLEDGE AND SKILL REQUIREMENT:

- Education Requirement: [Accounting/Financing](#)



- English Requirement: Above English CET 6 level

4. Working duration:

2-3 days per week

Email address for resume submission: hrchina@textron.com