

Accountant / Assistant Accountant (Accounts Payable)

Responsibilities

- Monitor the accounts payable operations, e.g. cheque issuance, vendor maintenance, etc.
- Monitor the construction/maintenance works processing and asset accounting
- Prepare regular journals and ledger reports, account schedules, and perform account reconciliation and analysis
- Supervise subordinates to carry out accounting duties
- Build rapport with business partners

Requirements

- Degree/Diploma in Accountancy / Finance / Business Administration or related disciplines
- Candidates attempting HKICPA, ACCA, CIMA or equivalent preferred
- At least 5 years relevant experience, preferably gained in real estate or property management company
- Hands-on experience in computerized Accounting system
- Good command in both spoken and written English and Chinese
- Proficiency in PC skills, particularly in MS Excel, MS Word, PowerPoint and Chinese Word Processing
- Immediate available is preferred

Candidates with CPA qualification as well as more relevant experience will be considered for the position of **Accountant**

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme (include eligible dependents), life insurance, Employee Unit Purchase Plan and performance-based incentives.