

Senior Accounting Officer

Responsibilities:

- Assist in the daily operation of Accounting Dept.
- Assist in the preparation of financial reports
- Prepare and ensure the FRR reports are aligning with company's standards and FRR standards;
- To handle daily accounting input of trades and settlement
- To handle reconciliation of trade and bank movement
- Assist in the reconciliation of account payable and receivable
- Assist in the preparation of account analysis
- Ad hoc duties as assigned by the company

Requirements:

- LCCI level II or Diploma or Degree holder in Accounting or Finance
- 2-3 years relevant working experience
- Detail-minded, Strong sense of responsibility, good communication skill, capable to handle tight timeline
- Good command in written and spoken English and Chinese;
- Immediate available is highly preferred