

财务管理部助理经理（集团）

工作职责

- 1、 执行日常会计操作，包括应付帐款、应收帐款，以及编制凭证和银行对帐
- 2、 负责集团旗下多家香港公司的月末、季末及年末结账工作
- 3、 负责编制年度预算、预测及差异分析工作
- 4、 协助管理与维护完整的会计账目，定期核对总分类账与各明细账，确保帐实相符
- 5、 协助搜集、核对各成员公司的财务数据，参与编制集团层面的合并财务报表，全力配合中期与年度审计工作
- 6、 独立或协助多家香港公司编制法定审计报告及税务计算，确保公司财务操作合法合规
- 7、 执行主管指派的其他临时性工作

任职要求

- 1、 硕士或以上学历
- 2、 会计、金融学、经济学或其他相关领域学科
- 3、 2-3 年相关工作经验者优先
- 4、 具备专业资格（如 CPA、ACCA 或同等资格）优先
- 5、 熟悉会计软件，了解 Flex 系统者优先
- 6、 熟悉法定审计报告编制和税务计算者优先
- 7、 良好的中英文写作能力，流利普通话、英文、及广东话优先考虑
- 8、 责任感强，积极主动，乐于学习，并能承受工作压力

Assistant Manager – Financial Management Department

Job Responsibilities

1. Perform daily accounting operations, including accounts payable and receivable, voucher preparation, and bank reconciliations
2. Handle month-end, quarter-end, and year-end closing processes for various Hong Kong-based subsidiaries within the Group
3. Prepare annual budget, forecast and variance analysis report
4. Manage and maintain comprehensive accounting records; reconcile the general ledger to ensure accurate and consistent records
5. Prepare consolidation schedules of group companies for interim / annual audit
6. To prepare statutory audit report and annual profit tax return for various subsidiaries and assist in audit work
7. Perform ad-hoc duties assigned by supervisors

Job Requirements

1. Master's degree or above
2. Accounting, Finance, Economics or related disciplines
3. 2-3 years' experience relevant working experience is preferred
4. Professional accounting qualification (e.g. CPA, ACCA, CA or equivalent) is an advantage.
5. Knowledge in accounting software, Flex system is a plus but not a must
6. Knowledge in preparation of statutory audited report and tax computation is an advantage
7. Proficient in written and spoken English and Cantonese, and Mandarin is preferred
8. Responsible, initiative, willing to learn and able to work under pressure