

**Assistant Accountant**  
**(Ref. No. GFD-AC-MP-AA-COW)**

**Responsibilities:**

Reporting to the Senior Accountant, the appointee will mainly perform the following duties:

- To prepare monthly management report and financial analysis, and annual budget/quarterly forecast
- To assist in preparing interim and annual reports, and year-end audit coordination
- To ensure tax compliance and timely submission of profits tax return
- To maintain fixed assets records
- To perform ad-hoc assignments such as project evaluation and tax planning recommendation if necessary

**Requirements:**

- Bachelor's Degree in Finance, Accounting or related disciplines
- Membership of HKICPA or equivalent
- A minimum of 3 years' accounting / auditing experience with sizable establishments, fresh graduate will also be considered
- Excellent knowledge of Hong Kong accounting standards, listing rules and tax rules
- Knowledge of SAP ERP System an advantage
- Excellent PC skills especially in spreadsheet and financial modeling
- Good command of English and Chinese languages, both spoken and written

We are an authorised employer of the Hong Kong Institute of CPAs.

**Working Location:** Admiralty

**Application:**

If you are interested in this position, please send your resume and the [Application Form](#) (in PDF format) to the Human Resources Division, The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto:recruit@hkelectric.com). Please also visit our website to know more about our Company <http://www.hkelectric.com>.

***Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: GFD-AC-MP-AA-COW-Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)