

Assistant Accountant (Accounting Operations)
(Ref: GFD-AC-AO-AA-COW)

Responsibilities :

Reporting to the Manager (Accounting Operations), the appointee will mainly perform the following responsibilities:

- To register and handle all incoming invoices / demand note / payment request
- To prepare payment instructions to banks / cheques for settlement
- To ensure vendor master records in system are properly and timely updated
- To prepare reports or analysis for monitoring purposes
- To handle business-trip claims and sundry expenses claims and related journals
- To answer and follow up payment hotline enquiries
- To check transactions in bank statements and prepare journals to update bank records in SAP
- To input Purchase Requisition (PR) and Purchase Order (PO) in SAP

Requirements :

- Bachelor Degree in Finance, Accounting or related disciplines
- Membership of HKICPA or equivalent
- A minimum of 3 years' experience in accounting / auditing
- Excellent PC skills especially in spreadsheet and financial modeling
- Good knowledge of SAP Financial Management Systems an advantage
- Good command of English and Chinese languages, both spoken and written

Candidates with less relevant qualification and/or experience may be considered for the position of Accounting Assistant.

Working Location : Admiralty

Application:

If you are interested in this position, please send your resume (**in PDF format**) and / or the [Application Form](#) to the Head of Talent and Remuneration Management, The Hongkong Electric Co., Ltd. at 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-AO-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)