

Assistant Accountant
(Ref: GFD-AC-MP-AA-COW)

Responsibilities :

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

- To control and monitor capital expenditure including fund availability validation / recommendation for assets requisition and perform quarterly / long-term capital expenditure forecast modelling
- To maintain up-to-date records of fixed assets disposal and addition of new fixed assets
- To prepare monthly management report, financial analysis and tax computation
- To coordinate and liaise with external auditors for year-end audit and other financial reporting compliance

Requirements :

- Bachelor Degree in Finance, Accounting or related disciplines
- Membership of HKICPA or equivalent
- A minimum of 3 years' experience in accounting / auditing preferably with Big 4 CPA firms
- Excellent knowledge of Hong Kong accounting standards, listing rules and tax rules
- Good knowledge of SAP Financial Management Systems an advantage
- Excellent PC skills especially in spreadsheet and financial modeling
- Good command of English and Chinese languages, both spoken and written

Candidates with more relevant experience and higher qualification may be considered for the position of **Accountant**. We are an authorized 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 Senior Manager (Human Resources Services), 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-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)