

Officer, Finance

Duties & Responsibilities:

- Handle general accounting duties, including full set of accounts, book-keeping, data input and filing.
- Complete daily payment and receipt transactions
- Prepare monthly reports and schedules
- Prepare bank reconciliations
- Liaise with external auditors and banks
- Undertake any other duties / special assignments as directed by supervisors

Experience and Qualifications:

- Higher Diploma holder with 3-5 years relevant accounting experience
- Experience with Flex account is an advantage
- Proficiency in MS Excel, Word and Chinese Word processing
- Hands-on experience in accounting software
- Good accounting technical knowledge
- Able to work under a tight schedule and detailed minded
- Good command of both spoken and written Chinese and English
- Immediately available is highly preferable

We offer competitive remuneration package and fringe benefits to the right candidate.

Please send your resume with latest and expected remuneration to our People & Culture Department by email to hr@shkco.com

Visit us at www.shkco.com, to learn more about us.

Disclaimer / Policy Statements

Sun Hung Kai & Co is an Equal Opportunity Employer and welcome applications from all qualified candidates. We evaluate qualified applicants without regards to gender, race, colour, nationality, religion, sexual orientation or disability and other status protected by law. We respect and seek to empower each individual and support diverse cultures, perspectives, skills and experience within our workforce to foster an inclusive work environment.

All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purposes only.

Under the Personal Data (Privacy) Ordinance, you may request access to, and / or correction of your personal data in relation to your application. If you wish to do so, please email to hr@shkco.com