

<https://www.3ecpa.com.hk/job/accounts-assistant/>

Accounts Assistant – Accounting Firm

Description

3E Accounting Hong Kong is currently looking to appoint an Accounts Assistant to join their company accounting team in Hong Kong office.

3E Accounting Limited aims to be the leading corporate service provider and top accounting firm in Hong Kong providing One-Stop Solution services for our clients.

[3E Accounting Pte Ltd](#), Singapore is the global headquarters of [3E Accounting International](#), an International Accounting network with a global presence in more than 70 countries worldwide.

Our Mission

To offer the Three Es: efficiency, effectiveness and economy, all part of our One-Stop Solution services for our clients.

Our Vision

The World's leading corporate service provider, offering services beyond excellence.

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to info@3ecpa.com.hk

Please state your current and expected salary and include in the CV a digital photo of yourself.

Job Responsibilities

- Prepare daily accounting vouchers, data entries, document filling and checking
- Assist in handling full set of accounts including general ledger, accounts receivable, accounts payable and month-end closing
- Perform general accounting duties and prepare monthly reporting
- Responsible for daily banking transactions and reconciliation
- Perform other ad-hoc duties as assigned

Requirements

- Diploma holder in Accounting or above
- Minimum 1 year working experience in preparing full set accounts is an advantage
- Able to work independently and under stress
- Must be positive thinking and keen to learn

Hiring organization

3E Accounting Limited

Employment Type

Full Time

Industry

Accounting Firm

Job Location

Hong Kong, 999077, Hong Kong, Hong Kong, Chinese Special Administrative Region

Working Hours

Mon – Fri: 9:00 to 18:00

Base Salary

HK\$ 15000 - HK\$ 18000

Date posted

July 3, 2019

Valid through

December 31, 2019