

Assistant Manager - Finance

HONG KONG

Due to continued expansion across the group, we are recruiting for an Assistant Manager - Finance in our Hong Kong office.

Job purpose and overall objective

To assist the finance team in compliance with company standards, policies and procedures.

Main or key responsibilities

- Supervise accounting team to oversee full set of accounts
- Prepare monthly financial reports and management reporting pack with insightful analysis
- Prepare balance sheet reconciliations, monitor and take follow up actions for the reconciling items
- Monitor day to day cash flow and prepare cash flow forecast

- Assist in budgeting and forecasting process
- Support system implementation project
- Liaise with different external parties such as auditors and banks
- Participate in ad hoc projects assigned by senior management
- Coordinate with the team on any ad hoc job or project the company has to undertake
- Ensure compliance with company standards, policies and procedures

Essential experience and qualifications

- Degree in accounting or related discipline
- HKICPA member or equivalent
- Good experience of handling accounting entries and preparing a full set of accounts
- At least five years' experience in accounting preferably gained in a MNC, of which two years managing junior staff
- Proficient in Microsoft Office (especially Word and Excel)

Desirable experience and qualifications

- Knowledge in Microsoft Dynamics Navision would be an advantage

Personable attributes

- Strong command of English (both verbal and written)
- Able to meet deadlines and drive the team's performance
- Good team player who wants to work in an international environment
- Assertive, approachable individual who can work under pressure
- A self-motivated individual with a strong desire to deliver the best for the business
- Possess excellent interpersonal skills
- Be able to work proactively and collaboratively - as part of a team and individually
- Be achievement focused whilst maintaining brand and business values
- Possess a willingness to learn and share knowledge and skills with the business
- Be proactive and enthusiastic and have excellent organisational skills and a methodical approach to dealing with a wide range of tasks