

Full Name: SIU Kin Chung Victor (蕭建聰)
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Date of Birth: 22 February 1982

Objective:

Application for the position of Assistant Accounting Manager

Education:

Hong Kong Institute of Certified Public Accountants ("HKICPA") Finalist stage
(Qualification Programme - at final exam stage)

Kaplan Financial (HK) Limited 2008
Conversion Programme for student member of HKICPA
(Auditing, Taxation and Law)

Bachelor of Commence, University of Otago (In New Zealand) 2004-2007
Major in Accountancy, Minor in Economics

Foundation Year, University of Otago (In New Zealand) 2003
Computer Commerce

Wanganui High School (In New Zealand) 2001-2002

Heung To Middle School 1994-2000

Experience:

Name of Company:	The University of Hong Kong
Nature of the Company:	Education
Nature of Work:	Accounting and Finance
Position Held:	Accounting Officer (equivalent to Senior Accountant)
Period of Employment:	22 September 2015 to 21 September 2017

- Act as an account manager of Department of Surgery, Paediatric, Anaesthesiology and Centre for sports and exercise

- Responsible for handling financial accounting matters including preparation of journal entries; checking reimbursement claims, invoices and purchase orders to ensure that they are within budget and in compliance with the policies and regulations
- Handle fund and donation received to ensure that they are booked in the proper account correctly, as well as chasing the receivable
- Prepare financial statements to show the account status to various funding bodies
- Handle the month/year-end closing accounting duties on a timely basis

- Prepare budget, funding and project management issues

- Monitor the budgetary control matters for the above departments to ensure that the use of funds is in compliance with the internal and external regulations
- Communicate closely and effectively with the Principal Investigators (Professors and Doctors) of the research projects or the budget holders for smoothing the management process
- Prepare documents and communicate with external auditors for annual audit

- Assist in overseeing of financial and accounting functions of the entities in PRC

- Responsible for reviewing monthly financial statements and other financial information prepared by the PRC colleagues/entities
- Check payments to ensure that they are in compliance with the budget control policies
- Prepare various financial reports as required (eg: project accounts summary)
- Handle banking and company registry matters (eg: capital injection)
- Communicate with bankers, external auditors and government departments in PRC

- Coordinate the work for the team and supervise the team

- Coordinate the work for the whole team, monitor and follow up the progress, complete on a timely basis (eg: settlement of outstanding advance cash, housekeeping work)
- Review and approve the work outputs from colleagues within the same sub team
- Provide guidance and recommendation for improvement for the team (eg: recommendation for working efficiently, advice on how to communicate with internal department effectively)

Name of Company:	Continental Jewellery (Mfg) Limited (Listed in HK: 00513.HK)
Nature of the Company:	Jewellery Manufacturing, Retailing, Mining and Properties Investment
Nature of Work:	Accounting and Finance
Position Held:	Accountant
Period of Employment:	14 April 2014 to 19 September 2015

- Review and analyse the accounting functions of the PRC subsidiaries/plants (Jewellery factories, Retail company with 30 shops and Mining company)

- Review monthly management and financial reports submitted by PRC subsidiaries/plants to ensure they are in compliance with HK accounting standard
- Prepare various management account and analysis reports and submit to management in the accurate and timely basis

- Supervise the accounting and finance functions for the Group's companies in PRC

- Provide guidance to the PRC colleagues to ensure their work is in compliance with HK accounting standard (eg: accrual basis, depreciation policies, classification matters)
- Discuss the accounting treatment on estimation and accuracy of the inventory and cost of sales with the PRC colleague for the mining company
- Communicate closely with PRC colleagues to enhance the quality of work

- Assist in year-end audit

- Prepare year-end audit schedules, consolidation and tax computations
- Communicate with external auditors and assist in audit to ensure that the annual audit can be completed smoothly
- Review and proof read the audit report, annual report and announcement
- Well documented for the interim and year-end closing file to ensure they are easy to follow

Name of Company:	Hop Fung Group Holdings Limited (Listed in HK: 02320.HK)
Nature of the Company:	Paper and Carton Manufacturing
Nature of Work:	Accounting and Finance
Position Held:	Senior Accountant
Period of Employment:	30 July 2012 to 3 November 2013

- Review and analyse the accounting functions of the PRC subsidiaries/plants

- Prepare and review accounting journals, schedules and tax computations
- Review expense vouchers and journal entries
- Prepare monthly cost analysis/report and enhance internal control of the operation (eg: found the reason of increased in cost due to purchasing the low quality material by cost analysis and provide recommendation to the management)
- Prepare weekly trade receivables report and enhance the settlement process (eg: enhance the process by asking sales department to take initiative in reporting the status of settlement monthly)

- Supervise the accounting and finance functions both in HK and PRC, as well as monitoring the operation of various departments (sales and sales order processing departments) of the factories in PRC

- Supervise subordinates (including staff in the factories in PRC) to complete their accounting duties on a timely basis
- Closely monitor the sales department for timely settlement of outstanding receivable and sales order processing department to ensure that the process fulfills the requirement of contract processing arrangement (eg: provide advice on proper documents required such as receiving correct PRC order not the order from HK)

- Assist in year-end audit

- Prepare year-end audit schedules and tax computations
- Review and proof read the audit report, annual report and announcement

Name of Company:	Kingston C.P.A. Limited
Nature of the Company:	Professional C.P.A. Firm
Nature of Work:	Audit and Taxation
Position Held:	Audit Senior
Period of Employment:	25 August 2008 to 4 June 2012

- Perform audit work

- Preparation of full set of auditing schedules and consolidation on a timely basis

- Handle of tax matters

- Prepare tax computation as well as handling tax returns and tax letter from the IRD with care (eg: answering the tax letter and submit to IRD in compliance with the tax rules)

- Supervise junior staff and assign their work

- Supervise junior staff to complete their duties as assigned and provide guidance and training to them

Skill Profile:

Intrapersonal:

- Able to work independently, under pressure and handle multi-tasks with commitment throughout the jobs as an accountant and auditor

Communication:

- Able to communicate well with internal departments, clients and auditors upon their requests throughout my working experience

Leadership and Teamwork:

- Leadership skills developed in the position as a team leader and supervisor
- Team player attitude developed throughout my working experience

Organisation:

- Time management learnt from coping with deadlines by senior management and government parties during the works in accounting and auditing

Computer:

- Proficient with MS Word, Excel, PowerPoint, Oracle Financials system, Infor SunSystems (financial management system), Microsoft Dynamics AX (ERP), Chinese word processing and researching on the internet

Languages:

- Fluent in Cantonese, Mandarin and English

Other Activity:

Act as a Deacon of my Christian church to organise the operation and oversee the accounting function

Availability:

Immediately

Current Salary:

\$23,404

Expected Salary:

\$28,000 - \$30,000 (Negotiable)

References:

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Finance Manager
The University of Hong Kong
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Ms. LAM Siu Ching Sarah
Senior Finance Manager
The University of Hong Kong
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