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