Area: Finance

Job title: Assistant Manager

Reporting to: fakemail@foo.com

Salary: Confidential

Hours: 40h/week,

Location: London

## Key **skills** & duties

* Assist the finance team
* Supervise accounting team
* Financial reports and management reporting
* Balance sheet reconciliations, reconciling items
* Monitor cash flow and prepare cash flow forecast
* Assist in budgeting and forecasting process
* Support system implementation project
* Liaise external parties such as auditors and banks
* Ad hoc projects
* Ensure compliance with company standards, policies and procedures
* Degree in accounting
* HKICPA
* handling accounting entries and preparing a full set of accounts
* Proficient in Microsoft Office Word and Excel