

## **Accounting Assistant**

(Ref.: AASST/CKHH)

The **CFO Office** is responsible for serving the accounting and financial needs of the Head Office and coordinating the related services within the CK Hutchison Group. We are looking for accounting professionals for our Corporate Accounting Team.

### **Responsibilities:**

- Perform day-to-day accounting duties including money market deposits, accounts payable and accounts receivable
- Prepare debtor and creditor aging reports, journal vouchers and posting
- Handle bank reconciliation and petty cash
- Provide general administrative support and assist in ad-hoc tasks as assigned

### **Requirements:**

- Secondary school certificate with LCCI Level III or above
- Minimum 3 years of relevant working experience
- Proficiency in MS Office (Excel and Word)
- Knowledge in Oracle Accounting System is an advantage
- A team player with a positive working attitude
- Strong attention to details and a high degree of accuracy
- Independent, well-organized, and hardworking
- Good command of spoken and written English and Chinese

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to [recruit@ckh.com.hk](mailto:recruit@ckh.com.hk)