

CW CPA is a professional accounting and advisory firm offers a wide array of client-focused, tailored services of superior quality, including audit and other assurance, tax, corporate secretarial and business process outsourcing, and advisory specialisms. Our global reach spans across different continents with offices strategically located in Hong Kong, Shenzhen, Guangzhou, Shanghai in Mainland China, Spain and London.

We have teams of multinational, culturally adept and multilingual experienced professionals who are dedicated to serving clients. With our well-established and international presence, we – as well-connected trusted experts (Mandarin, English, German, Portuguese and Spanish-speaking) – advise and support overseas clients in their business operations and endeavors in Mainland China.

Location: Hong Kong

Job Title: Junior Advisor

Job scope:

Administration and internal control:

- Track the status of the accounting, audit, corporate secretarial and tax issues of our overseas clients;
- Assist in preparation of the departmental budget and billing;
- Assist in documentation management to fulfill the internal and external standards;
- Control and record all the departmental expense and reimbursements;
- Prepare Chinese and English correspondences, reports and presentation slides for management;
- Updating and maintaining clients' database;
- Other ad-hoc duties.

Marketing:

- Prepare marketing materials and organize marketing activities to support different business initiatives;
- Coordinate with agencies, vendors and business partners in execution of marketing and public relations activities

Requirements:

- Degree holder, preferably in Business Administration, Accounting, Marketing, Communication or similar discipline
- Strong project management, communication and presentation skills

- Experience in CPA/consulting/other professional firms is an advantage (Fresh graduates are also considered)
- Basic knowledge in audit procedures, company secretarial work and Hong Kong tax system is preferred but not mandatory
- Excellent command of spoken and written English and Chinese (Cantonese and Mandarin); Able to make presentations in public and write professional reports
- Knowledge of Spanish, Portuguese, German, French or Italian is an advantage but not essential
- Willing to travel to Shenzhen, Guangzhou, Shanghai and overseas occasionally
- The successful candidate will need to work with a multi-cultural team including members from Spain, Portugal, Germany, Mexico and Mainland China.

We are aiming at a long-term employment relationship and will offer excellent career development opportunities to attract and motivate high performing young professionals. Qualified applicants please send your resume and application letter to Mr. Toby Wong and Ms. Shelley Lin at toby.wong@cwhkcpa.com and shelley.lin@cwhkcpa.com.