

China International Capital Corporation Limited

Title: Accounts Payable Assistant
Department: Financial Control Department
Location: Hong Kong

Job Description:

- Prepare payments to suppliers;
- Vendor statement and bank reconciliation;
- Intercompany balances reconciliation;
- Prepare account balance analysis and reconciliations;
- Cost splitting;
- Month end closing work;
- Other accounting and reporting functions.

Job Requirements:

- LCCI (or above) in Accounting;
- At least 2 year working experience in Securities firms or MNC is preferred;
- Good spoken and written English and Putonghua;
- Good computer skills (excel, word, etc)
- Knowledge in Oracle is definitely an advantage

Application Method:

Interested parties please submit application with CV (both doc. and pdf. formats are required) to CICCHK_Recruiting@cicc.com.cn.

Subject title: [HKU] Application for Accounts Payable Assistant – (Student name in full including Alias, if applicable)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of the work performed by employees within this classification. It is not designed to contain or be interpreted as the comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.