

Company: China Everbright Limited
Position: Officer, Accounting (6-month Contract)

Company background

China Everbright Limited (“Everbright”, stock code: 165.HK) was established in Hong Kong in 1997. As a member of China Everbright Group, Everbright is China’s leading cross-border investment and asset management company. It manages private equity funds, venture capital funds, sector focus funds, mezzanine funds, fund of funds, fixed income and equity funds. Everbright utilises its strong capital strength and cultivates a number of high-growth-potential enterprises together with its investors. While following the development requirements of Chinese enterprises, it also merges the best in overseas technologies with the Chinese market, providing diversified financial services for Chinese clients involved in overseas investment.

Job Duties

- Responsible for full set of accounts and month-end closing in the Oracle system;
- Prepare check payment and filing;
- Assist data entry works in MIS system;
- Assist in handling daily accounting and administrations tasks in Finance and Accounting Department;
- Provide clerical and administrative support to the Department;
- Perform ad-hoc assignments as assigned.

Job Requirements

- **Graduates of 2019/2020/2021** with Bachelor’s Degree or above in Accounting, Finance or related disciplines;
- Proficiency in application software (MS Word, Excel, PowerPoint) and Chinese word processing;
- Attentive to detail and accuracy;
- Self-motivated, responsible, independent and able to work under pressure;
- Good command of both written and spoken English and Chinese (including fluency of Mandarin);
- Immediate availability is highly preferred.

Application Method

Interested parties please send a detailed resume to recruitment@everbright.com

Application Deadline

By 20th August 2021