

## Job Description Account Officer.

### Responsibilities:-

- Manage day-to-day operations and accounting works
- Responsible for full set of accounts to ensure timeliness and accuracy for management reports
- Responsible for the payment processing, bank reconciliations, account receivable and account payables
- Assist in the development and maintenance of financial reporting system to insure integrity of finance based on accounting procedures and controls
- Assist on GST matters
- Other job as assigned

### Requirements:-

- Diploma/Degree in Accounting, Professional qualification or equivalent
- At least 2 years' experience in accounting/audit work
- Good Command in English
- Initiative and ability to work independently with minimum supervision
- Self-motivated and able to work under pressure to meet tight deadline
- Pleasant personality
- **CHINESE speaking candidates** (Preferable)