

Support, Finance

Ref: S/FIN/161011IN

Responsibilities

- Prepares daily & monthly bank reconciliations
- Prepares vouchers and inputs data
- Prepares monthly management account of designated companies and supplementary schedules
- Liaises with other departments for information and documents
- Performs outdoor work occasionally

Requirements

- Form 5 or above with LCC Higher
- 1-2 years accounting experience
- Initiative, willing to learn, able to work under pressure
- Proficiency in MS Word and Excel
- Knowledge of Flex System is definite an advantage

We offer a competitive remuneration package to the right candidate. Please send your resume with **present and expected salaries** to **Human Resources Department** via email to hr@shkf.com (Please quote reference number for the job application).

(We are an equal opportunity employer and welcome applications from all qualified candidates. All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purposes only. We do not assume any risks of disclosure of personal information prior to receipt of applications.)

