



Assistant Accountant

Tsim Sha Tsui

Job Responsibilities

- Handle bookkeeping and maintain full set of books and accounts of various companies including both in house and clients;
- Prepare management accounts, breakdowns and other reconciliation schedules;
- Perform general and daily accounting duties;
- Responsible for clerical/data input/documents filing support; and
- Assist in other ad-hoc tasks and assignments as required.

Job Requirements

- Degree holder in Accounting or related disciplines;
- Student member of HKICPA/ACCA/CPAA or other relevant professional bodies;
- Fresh graduate will be considered;
- Proficient in Microsoft applications, such as Word, Excel and PowerPoint;
- Team player with good interpersonal skill, strong business awareness and good analytical skill;
- Independent, able to work under tight timeline with strong sense of responsibility and ability to work under pressure;
- Excellent command of both spoken and written English, Cantonese and Mandarin.

Career Level	Entry Level
Yr(s) of Exp	N/A
Qualification	Degree
Company Industry	Accounting / Audit / Tax Services
Job Function	Accounting > Accountant Accounting > Audit Accounting > Taxation
Salary negotiable	Salary negotiable
Employment Type	Full Time, Permanent
Others	Recent Graduate will be considered
Benefits	Five-day work week Medical insurance Performance bonus



Audit Associate

Tsim Sha Tsui

Job Responsibilities

- Assisting managers and partners in carrying out quality audit and other assurance services to clients in various industries of both private and listed companies;
- Providing tax compliance services;
- Preparing audit proposals, presentations and other deliverables;
- To consult and assist clients to solve business and accounting problems; and
- To understand client's business and identify where our high-quality audit can add insight and value.

Job Requirements

- Degree holder in Accounting or related disciplines;
- Student Member of HKICPA/ACCA/CPAA or other relevant professional bodies;
- Fresh graduates will be considered;
- Team player with good interpersonal skill, strong business awareness and good analytical skill;
- Diligence, carefulness, sensitivity towards numbers and ability to work under pressure;
- Based in Hong Kong.

Career Level	Entry Level
Yr(s) of Exp	N/A
Qualification	Degree
Company Industry	Accounting / Audit / Tax Services
Job Function	Accounting > Accountant Accounting > Audit Accounting > Taxation
Salary negotiable	Salary negotiable
Employment Type	Full Time, Permanent
Others	Recent Graduate will be considered
Benefits	Five-day work week Medical insurance Overtime pay Performance bonus



Company Secretarial Assistant

Tsim Sha Tsui

Job Responsibilities

- Assist in a full range of company secretarial matters for clients (HK and offshore companies);
- Assist in handling company secretarial duties of listed companies, including preparing Board / Board Committees papers, Report of Directors and Corporate Governance Report, minutes / resolutions, announcements, and circulars, etc.;
- Liaise with internal and external parties to discharge his/her duties;
- Maintain and update the CSA database and other relevant database;
- Handle statutory/regulatory compliance, filings and maintaining proper record; and
- Assist in other corporate ad-hoc projects.

Job Requirements

- Higher Diploma, Associate Degree or University Degree holder in Business Administration, Corporate Governance or related disciplines;
- Student Member of HKICS or other relevant professional bodies;
- Fresh graduate will be considered;
- Proficiency in MS Office and Chinese Word Processing;
- Team player with good interpersonal skill, independent, able to work under tight timeline with strong sense of responsibility; and
- Good command of both spoken and written English and Cantonese with conversational Mandarin.

Career Level	Entry level
Yr(s) of Exp	N/A
Qualification	Non-Degree Tertiary
Company Industry	Accounting / Audit / Tax Services
Job Function	Professional Services > Company Secretary Professional Services > Legal & Compliance
Salary negotiable	Salary negotiable
Employment Type	Full Time, Permanent
Benefits	Five-day work week Medical insurance Performance bonus



Tax Associate

Tsim Sha Tsui

Job Responsibilities

- Handle tax consulting and tax compliance projects such as drafting reply letters to the Inland Revenue Department's queries;
- Prepare tax computation and schedules for tax compliance projects;
- Perform research for certain tax advisory and tax compliance projects;
- Assist in preparing tax proposals to the client for tax advisory and compliance work; and
- Assist in preparing reports and schedules to be delivered to clients and other parties.

Job Requirements

- Degree holder in Accounting or related disciplines;
- Student member of HKICPA/ACCA/CPAA or other relevant professional bodies;
- Fresh graduate will be considered;
- Proficient in Microsoft applications, such as Word, Excel and PowerPoint;
- Team player with good interpersonal skill, strong business awareness and good analytical skill;
- Independent, able to work under tight timeline with strong sense of responsibility and ability to work under pressure;
- Excellent command of both spoken and written English, Cantonese and Mandarin.

Career Level	Entry Level
Yr(s) of Exp	N/A
Qualification	Degree
Company Industry	Accounting / Audit / Tax Services
Job Function	Accounting > Accountant Accounting > Audit Accounting > Taxation
Salary negotiable	Salary negotiable
Employment Type	Full Time, Permanent
Others	Recent Graduate will be considered
Benefits	Five-day work week Medical insurance Performance bonus