



Employment Placement Service

Posting Date:	6 February 2018
Company Name:	Sinclair Communications Limited
Job Title:	Finance Assistant
Qualification Required:	<ul style="list-style-type: none">➤ Graduate of Accredited Accounting Technician (AAT) Examination➤ Student of Accredited Accounting Technician (AAT) Examination
Other requirements:	<ul style="list-style-type: none">➤ Holder of diploma in Accounting or above;➤ Proficient in Microsoft Office especially Excel, knowledge of MYOB or other accounting software;➤ Efficient spoken and written communication skills in English and Chinese;➤ Well organized, with high attention to detail and accuracy; helpful, cheerful and an enthusiastic team player;➤ Experience in preparing and managing pricing report in professional industry.
Working Experience:	At least 2 years of accounting experience, knowledge in the payroll or experience from sales administration will be advantage.
Salary:	HK\$15,000 – HK\$19,999
Leave and Other Fringe Benefits:	Attractive remuneration package and excellent career prospect.
Mode of Application:	joinus@sinclaircomms.com
Contact Person:	Philippa Lui
Enquiry Number:	2915 1234

**The recruitment information is provided by the above company. Interested parties please contact the company direct for application or more details of the position. The HKIAAT will not be held responsible for the recruitment and the information provided.*