



Employment Placement Service

Posting Date:	24 April 2018
Company Name:	International Richway Limited
Job Title:	Assistant Accountant / Accountant
Qualification Required:	<ul style="list-style-type: none">➤ Diploma holder in Accountancy or any related discipline➤ Student of Accredited Accounting Technician (AAT) Examination is preferred
Other Requirements:	<ul style="list-style-type: none">➤ Good command of written and spoken Chinese and English;➤ Good team player, strong sense of responsibility, detail-minded, self-motivated;➤ Proficient in MS Office / POS system;➤ IMMEDIATE AVAILABLE is a must;➤ Working location:<ul style="list-style-type: none">◦ Kowloon Bay (retail shop)<ul style="list-style-type: none">- Monday, Wednesday to Friday : 10am - 6pmSaturday : 10am – 1pm◦ Sheung Wan (office)<ul style="list-style-type: none">- Tuesday : 9am – 6pm
Job Duties:	<ul style="list-style-type: none">➤ Handle and reconcile petty cash;➤ Prepare daily cash report;➤ Responsible for bank reconciliation;➤ Handling daily accounting operation including, data entry & monthly financial statement.
Working Experience:	Minimum 4 years' relevant experience in retail / catering industry is a must
Salary:	HK\$15,000.00 to HK\$20,000.00
Leave and Other Fringe Benefits:	<ul style="list-style-type: none">➤ Bank Holidays➤ Medical Insurance
Mode of Application:	cv.irl@yahoo.com
Contact Person:	Ms. Leung

**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.*