



Employment Placement Service

Posting Date:	31 August 2017
Company Name:	K K Yeung Partnership
Job Title:	Accounting Officer (Ref: AO-40/2017-08)
Qualification Required:	<ul style="list-style-type: none">➤ HKIAAT Associate Member / Fellow Member➤ University degree holder in Accounting➤ Member or student member of HKICPA
Other requirements:	<ul style="list-style-type: none">➤ Good command of spoken and written English, Cantonese and Mandarin➤ Familiar with MS Office and accounting software➤ Immediately available
Job Descriptions:	<ul style="list-style-type: none">➤ Full-set bookkeeping➤ Provide financial accounting and administrative support services to group companies and clients➤ Assist in company secretarial works (including company formation, preparing annual returns, minutes/resolutions etc.) and corporate secretarial support services for board meetings for clients➤ Execute ad-hoc projects as assigned
Working Experience:	2-3 years experience in audit / accounting
Salary:	Negotiable
Leave and Other Fringe Benefits:	Annual leave, 5-day work, study and examination leave
Mode of Application:	E-mail: angela@kkyeung.com Mail: 11/F, Effectual Building, 16 Hennessy Road, Wanchai, Hong Kong
Contact Person	Ms Angela Yeung
Remarks:	Interested parties please send resume with employment, salary history and expected salary in strict confidence by mail or email. Data collected will be used for requirement purpose only.