



信達國際控股有限公司
CINDA INTERNATIONAL HOLDINGS LIMITED

(SEHK Stock Code : 111)

We are a fast growing listed financial group offering a comprehensive range of financial services covering corporate finance, securities trading, commodity and futures trading and assets management. To cope with business expansion, we invite high-calibre candidates to join us for the following position:

Officer / Senior Officer, Accounts Department (Ref No.: O/SO/AC/01-24)

Responsibilities

- Assist assistant manager to prepare full set of vouchers, statutory accounts and regulatory returns
- Assist in daily treasury function , accounts payable and petty cash reimbursement.
- Assist in preparing monthly accounting schedule and financial & management accounting reports.
- Assist in preparation of group consolidation, interim and annual report and budgeting
- Prepare ad hoc assignments as required

Requirements

- University graduate in Accounting with at least 1 to 2 years relevant working experience, preferably in securities companies or other Chinese background financial institutions or listed companies
- Good command in Putonghua/ Cantonese and English.
- Proficient in Excel and Chinese word processing. Mainland graduates are also welcomed.
- Experience in Epicor 10, Oracle Finance and Hyperion preferred
- Independent, proactive and willing to learn
- Positive attitude and strong desire to deliver exceptional results with great attention to accuracy and detail
- Candidate with less experience will be considered as junior officer, fresh graduate will be considered.
- Immediate available is preferred

主要职责:

- 协助助理经理预备公司的凭证及财务核算工作;
- 协助处理日常资金运作, 应付账及零用现金报销事宜;
- 每月协助编制会计科目明细及管理会计报告;
- 协助编制每月合并报表、半年度、年度上市公司财务报告及协助财务预算管理;
- 部门其他临时工作

职位要求:

- 大学本科会计相关学系毕业并最少 1 至 2 年相关工作经验，有证券公司、上市金融公司或其他中资公司工作经验优先；
- 流利普通话或广东话及英语；
- 熟悉 Excel 和中文文字输入；
- 对 Epicor, Oracle 和 Hyperion 财务软件有相关经验优先；
- 独立、积极主动及愿意学习；
- 积极的工作态度和强烈的愿望以提供卓越的结果；注重准确性及细节；
- 较少经验的求职者会考虑为初级主任；
- 能即时上班者优先考虑

Interested parties please send your full resume stating your present & expected salary to HR Dept, quoting the reference number via e-mail to hr.recruit@cinda.com.hk or fax to 2235 7748 or mail to HR Department, 45/F, COSCO Tower, 183 Queen's Road Central, HK.

www.cinda.com.hk

(All personal data will be used for recruitment purpose only)

