

Company Name	Cathay Pacific Catering Services (H.K.) Limited
Company Website	www.cpcs.com.hk
Job title	Accounts Assistant (Account Receivable / Account Payable)
Number of job vacancies	2
Job nature	Catering / Culinary Arts and Management / Food and Beverage Management
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<p>Account Receivable Stream</p> <p>Performs general accounting duties such as data entry, daily checking and reconciliations of revenue and invoice handling</p> <p>Liaises with customers and/or relevant departments regarding invoicing/revenue matters</p> <p>Prepares journal vouchers and assist in month-end reporting</p> <p>Handles ad-hoc tasks as assigned by Supervisors</p> <p>Account Payable Stream</p> <p>Performs general accounting duties such as data entry, invoice checking, supplier statement reconciliation and stock-take</p> <p>Liaises with vendors and/or relevant departments regarding payment and stock-take matters</p> <p>Prepares journal vouchers and assists in month-end reporting</p> <p>Handles ad hoc tasks as assigned by supervisors</p>
Requirements / qualifications	<p>Diploma holder, preferably in Accounting, Finance or related disciplines</p> <p>Candidates with ACCA Level 1 or above will have an advantage</p> <p>Around 1 year of relevant working experience</p> <p>Experience in income audit and invoice handling or preparation of journal vouchers and invoice checking is an advantage</p> <p>Excellent in Microsoft Office especially Excel</p> <p>Self-motivated, detail-oriented, able to meet tight deadline and with strong sense of responsibility</p>
Application Method	Email: recruitment@cpcs.com.hk
Salary / allowance per month	Negotiable
Application Deadline	30 Apr 2019