

## Associate, Finance

### Job Description:

- Responsible for Accounts Payable
- Perform routine accounting functions such as invoice checking, prepare cheques/ e-payments, data input and filing
- Check, verify and process staff expenditure claims
- Assist in month end closing
- Provide administrative support to the team
- Assist seniors in ad-hoc assignments as required

### Requirements:

- LCCI Higher or Diploma in Accounting
- 1-2 years of accounting experience in any industry is preferred (Fresh graduate will also be considered)
- Work well with all level of staff and teamwork oriented
- Self-initiated, well-organized, responsible, detail-minded, result oriented and hardworking
- Proficient in MS Excel and other MS Office applications; Knowledge of accounting software is a plus
- Good command in written and spoken English and Chinese (Cantonese and Mandarin)

Interested candidates please send your full resume with current and expected salary in MS Word format at [career@vp.com.hk](mailto:career@vp.com.hk). Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.