

FINANCE ADMINISTRATOR

JOB IDENTIFICATION	
Job Title:	Finance Administrator
Reports To:	Financial Controller of Hong Kong Office
Department:	Finance
Location	Mauritius

THE ROLE

Purpose:

The Finance Administrator is responsible for processing and posting financial transactions to our accounting system for the Hong Kong office.

Principal Duties and Responsibilities

- Processing of suppliers' invoices and posting to the firm's accounting system;
- Preparing and posting of bills on a daily basis to the firm's accounting system;
- Dealing with extensive range of queries and requests for assistance from the business in relation to the preparation of bills;
- Daily posting of office and client bank transactions;
- Preparing bank reconciliations on a timely basis;
- Co-ordinating the payment run(s), processing the payments and arranging approval for payments in accordance with the relevant mandates;
- Raising cheques on an ad-hoc basis as required;
- Posting of journals to the firm's accounting system;
- Recording of cash receipts on the firm's accounting system;

- Supporting both the Hong Kong and China offices on finance and accounting process
- Any other duties that may be required from time to time.

Knowledge, Skills and Experience Required

- Currently holds, is working towards, or is interested in working towards a recognised accountancy qualification or in a degree in Accounting/Finance;
 - Minimum of 5 years' work experience in Accounting/Finance is required;
 - Experience of using a law firm time-recording/billing system would be an advantage, however full training on our systems will be provided;
 - Proficient in the use of the Microsoft Office suite of applications, specifically Word, Excel and Outlook, and knowledge of AdEx system would be an asset but training will be available;
 - Attention to detail and the ability to spot and question data errors (words and figures);
 - Ability to prioritise workload and plan ahead to meet deadlines;
 - Willingness to work shift hours according to Hong Kong/China time zone (i.e, from 6 a.m to 3 p.m);
 - Flexibility – on occasions working beyond normal working times will be required;
 - Excellent verbal and written communication skills in English, and/or knowledge of Chinese (Mandarin and/or Cantonese) would be an asset.
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