

## FINANCE OFFICER / ADMINISTRATOR

JOB IDENTIFICATION	
<b>Job Title:</b>	Finance Officer / Administrator
<b>Reports To:</b>	Financial Controller in Hong Kong Office
<b>Department:</b>	Finance
<b>Location</b>	Shanghai

### THE ROLE

**Purpose:**

The Finance Officer or Administrator is responsible for processing and posting financial transactions to our accounting system for the HK and Shanghai offices.

**Principal Duties and Responsibilities**

Supporting the Hong Kong and Shanghai offices in various finance and administrative functions.

- Reporting to the Financial Controller in the Hong Kong office;
- Attending to all the financial side of the business in the Shanghai office including co-ordinating with the external accounting firm to complete various local reporting, assisting in banking matters, and assisting the local partner in various administrative tasks.

Co-ordinating with the HK finance team to complete daily accounting transactions, including the following:

- Recording of cash receipts on the firm’s accounting system daily;
- Dealing with extensive range of queries and requests for assistance from the business in relation to the preparation of bills, and posting of bills on a daily basis to the firm’s accounting system;
- Processing of suppliers’ invoices and posting to the firm’s accounting system;
- Daily posting of office and client bank transactions, and preparing bank reconciliations on a

timely basis;

- Assisting in the Finance month-end process and analysis reporting.
- Any other duties that may be required from time to time.

### **Knowledge, Skills and Experience Required**

- Excellent verbal and written communication skills in English and Chinese (knowledge of Cantonese would be an asset).
  - Currently holds, is working towards, or is interested in working towards a recognised accountancy qualification or in a degree in Accounting/Finance;
  - 4-5 years' work experience in Accounting/Finance; and will consider candidate with less experience if suitable;
  - 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 will train;
  - 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 overtime to meet deadlines and be flexible to work beyond normal working times will be required;
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## 财务主任/行政人员

工作身份识别	
职务:	财务主任/行政人员
报告至:	财务总监 - 香港办事处
部门:	财务部
地点:	上海

### 角色

#### 目的:

财务主任或行政人员负责处理香港和上海办事处的财务交易并将其过账到我们的会计系统。

#### 主要职责

协助香港和上海办事处的各项财务和行政职能。

- 向香港办事处的财务总监汇报;
- 在上海办事处处理所有财务方面的业务, 包括与外部会计师事务所协调以完成各种报告, 协助处理银行事宜, 并协助合伙人完成各种行政工作。

与香港财务部团队协调完成日常会计事项, 包括:

- 每日在公司的会计系统上记录现金收入;
- 处理与准备账单有关的业务方面的各种查询和协助请求, 并每天将账单过账到公司的会计系统;
- 处理供应商的发票并将帐单过帐到公司的会计系统;
- 每日过帐办公室及客户银行交易, 并及时准备银行对账;
- 协助财务月末的处理及分析报告;
- 其他不时需要的其他职责。

### 所需的知识、技能和经验

- 优秀的中英文口头及书面沟通能力（如懂广东话者优先）。
  - 目前持有、正在攻读或有意攻读获认可的会计资格或会计/财务学位；
  - 有 4-5 年的会计/财务工作经验；如合适，亦会考虑经验较少的候选人；
  - 有使用律师事务所计时/计费系统的经验者优先，但公司亦会提供全面的系统培训；
  - 能熟练使用微软办公套件应用程序，特别是 Word、Excel 和 Outlook，而有 AdEx 系统知识者优先，但公司亦会提供培训；
  - 注重细节，有能力发现和质疑数据错误（文字和数字）；
  - 有能力按优先次序安排工作，并提前计划以满足最后期限；
  - 需要愿意为最后期限而加班，并能在正常工作时间外灵活工作。
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