

Accountant (Hong Kong)

We are looking for an accountant with company administration experience to join our Hong Kong office. The successful candidate will work closely with the Senior Company Administrator and directors and will be responsible for a portfolio of companies and trusts.

You will have at least two years' post-qualification experience and must be able to work both independently and as part of a small team. You will be polite, efficient, organised and hardworking with good numeracy skills and a high degree of competency in both spoken and written English.

You will be responsible for:

- Book-keeping and accounting to management accounts level
- Timely preparation and submission of annual returns
- Arranging payments using various on-line banking systems
- Assist with trust and company secretarial work and statutory filings
- Routine compliance work and corporate governance
- Liaising with directors, clients, banks and other professionals face-to-face, or via telephone/ email
- All other day-to-day matters relating to companies under management
- Scanning and filing

Mann Made Hong Kong

Mann Made is a growing company and employs staff who are willing to learn through on-the-job and formal training, who want a career in trust and corporate services and are willing to work hard to achieve personal success and advancement.

Our clients are of utmost importance to us so we hire staff who appreciate that clients come first.

If you are interested in this opportunity, please send your CV and current salary to edward.gumbley@mannmadegroup.com