

ACCOUNTANT / ASSISTANT ACCOUNTANT

Responsibilities:

The job incumbent is responsible for the daily operation of the accounting department at the plant in particular, local tax and customs, legal matters, budgeting and forecasting. He/She will closely monitor the accounting reports and analysis, costing, inventory control and cash flow etc.

Job Requirements :

- Degree holder in Accounting or Finance related disciplines
- Qualified accountant (ACCA / CIMA) a must
- Minimum 5 - 7 years of experience in finance and accounting, PRC accounting experience preferable
- Well acquainted with HK & PRC accounting standard, laws, customs and taxation regulations
- Possess excellent communication skills in both English and Mandarin
- Self-motivated good interpersonal skills, mature and able to work independently
- Less experience will be considered as Assistant Accountant

We provide competitive remuneration package to the right candidate.

All applications should indicate your availability, present and expected salary (in word or excel format). Please reply to our HR & Admin Manager via email to recruit@intexact.com

SENIOR ACCOUNTS CLERK / ACCOUNTS CLERK

Responsibilities:

The job incumbent is responsible for the daily operation of the accounting department as well as inventory control. He/She will assist to handle a full set of book and prepare the month end schedules.

Job Requirements:

- Form 5, LCC Advance, Technical or Vocational Training preferred
- Minimum 2-3 years of experience in accounting
- Possess excellent communication skills in English, Cantonese, and Putonghua
- Immediate available preferred
- Occasionally travel to Guangzhou
- Computer Software : MS Office, Open office, 中文輸入法, MYOB preferred
- Self-motivated good interpersonal skills, mature and able to work independently
- Less experience will be considered as Accounts Clerk

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