



Interbuild Far East (HK) Ltd.

Room 803, Futura Plaza
111 How Ming Road, Kwun Tong
Hong Kong
www.interbuild.cn

Accountant Executive HK Books

Interbuild Far East (HK) Ltd. is a Hong Kong based company dealing within wood related products like wood commodities, furniture, garden furniture and flooring.

More about the range on www.interbuild.eu

More about us on <http://www.interbuild.eu/aboutus.html>

Guidance employee's: <http://www.interbuild.eu/OurIntegrity&ProfessionalConductPolicy.pdf>

Our Representative Office in Jida, Zhuhai now has a vacancy for the above mentioned position.

The work entails

- ✓ Book keeping according to Hong Kong regulations in the Quickbook software relating to the business our company in Hong Kong is doing.
- ✓ Dealing with our banks on L/C and account matters
 - Documents preparation and exchange
 - Documents tracking
 - Payment preparations
- ✓ Creating monthly reports P/L and B/S
- ✓ Participating in Budget work and follow up
- ✓ Generating and monitoring Cash Flow Projections
- ✓ Reconciliation of accounts with our Swedish Branch office
- ✓ Contact with Auditors, Legal advisers and Authorities in Hong Kong
- ✓ Preparation of yearly audits
- ✓ Being the Team Leader for an accountant in Zhuhai that is looking after the book keeping, salaries, tax reports and so forth for the Representative Office in Zhuhai.
- ✓ Being the Human Resources and Admin Leader to lead his/her staff to work according established ISO 9001/14001 and SA 8000 requirement covering human resource, dealing with government related issues and other tasks assigned by top management from time to time
- ✓ Handle & lead Human Resources and Admin by providing a structure and discipline for company, clear description of role for job candidates, increasing efficiency and effectiveness of recruitment system, arranging staff training and development, organisational structure and basic of measuring job performance and enables pay and grading systems to be structured fairly and logically

Suitable candidates should have

- ✓ Thorough education, experience and interest within Accounting and International Trading
- ✓ Good oral and written English
- ✓ Proficiency in MS Office and at least one Accounting Software used in Hong Kong
- ✓ Thorough understanding of L/C handling requirements, UCP 600 and SWIFT MT700
- ✓ Passion for creating good presentations
- ✓ Ability to work effectively as a team member interfacing at all levels within the organization as well as with customers
- ✓ Ability to prioritize and manage multiple deadline-driven tasks/projects in a fast paced environment



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- ✓ Strong organizational skills and attention to detail

Please apply in English by email, specify your salary expectation and attach:

- ✓ Your CV in English
- ✓ Your picture

We work 09.00 – 18.00 Mondays to Fridays!

PLEASE NOTE! Send your application ONLY through your private email! Applications arriving from Web data bases or advertising data bases will be deleted and not considered.

Send your application to jobs@interbuild.eu before March 26, 2010 with the words **Accountant Executive** written as Subject in the email.