

TUGU INSURANCE COMPANY, is a General Insurance Company, that was established in HK in 1965 and located in Wan Chai area. The Company is based in Indonesia and a member of HK Federation of Insurers.

We are looking for competent candidate to fill up an open vacancy in Accounts & Finance Division for the following post:

Accounts Clerk

Responsibilities:

1. Assist in monthly accounts closing and reports such as Balance Sheet, Profit & Loss Accounts etc.
2. Assist in preparing data, statistics for financial reports and analysis
3. Assist in managing the accounts receivables and payables, work closely with clients & internal parties on any issues found
4. Daily accounting duties include data entry, cheques issuance, bank reconciliations and other financial transactions
5. Other ad hoc tasks assigned by superiors

Requirements:

1. HKCEE, HKDSE or Diploma with knowledge in Accounting
2. 1-2 years relevant experience
3. Good command of both spoken and written English and Chinese.
4. Proficient in Microsoft Office application.
5. Self-motivated, responsible, willing to learn and attention to details

TUGU is an equal opportunity employer and we provide comprehensive and attractive remuneration package for the right candidate.

If you think you are the right person and interested in joining us, do not hesitate to send your detailed resume, stating expected salary, contact phone number to the Manager – HR Division by email to **hr@tuguhk.com**. Only short-listed candidate will be offered for an interview. All information collected will be treated confidential for recruitment purpose only.