

**Tugu Insurance Company Limited** (TUGU) was incorporated in Hong Kong in 1965. TUGU is a general insurance company based in Indonesia and a member of the Hong Kong Federation of Insurers. To fill the vacant position in our Accounts & Finance Division, we are looking for a competent candidate for the post of:

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### **Manager – Accounts & Finance**

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Responsibilities:

- Assist Senior Manager to manage daily operation of the Divisions
- Monitor month-end closing, review and analyse management accounts on a monthly basis
- File monthly and quarterly returns to Insurance Authority (IA) on time
- Respond to queries raised by IA from time to time
- Lead teams to deal with RBC QIS, SWM, Supplementary Information, etc. required by IA
- Work with external auditor, prepare Audited Financial Statements, Hong Kong General Business Returns, Statement of Assets & Liabilities, Annual Returns
- Prepare tax computation and deal with query raised by IRD
- Prepare forecast and annual budget, financial data and analysis for directors meetings
- Prepare data for AM Best rating, actuarial review, ERM
- Submit ad hoc and periodical reports to parent companies

Requirements:

- Professional accounting qualification is essential
- Minimum 7 years of experience in general insurance accounting with 2 years in managerial level
- Familiar with up-to-date financial reporting standards, tax regulations, insurance ordinance
- Strong critical and analytical skills
- Good command of spoken and written English and Cantonese
- Able to work independently and under pressure

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

If you are interested in joining us, please apply and send your detailed resume stating your expected salary, contact number to HR & Admin Manager by e-mail [hr@tuguhk.com](mailto:hr@tuguhk.com). All information collected will be treated in strict confidence for recruitment purpose only.