



## **Accounts Assistant (Full-Time)**

### **Your Responsibilities:**

- Prepare daily accounting vouchers, data entries, filing and checking
- Support AR
- Month end closing
- Provide clerical support for Accounts Department daily operations
- Ad hoc duties as assigned by the superior

### **Who we are looking for:**

- HKCEE / DSE or above with relevant experience preferred
- Fresh graduate with general accounting knowledge will be also considered
- Knowledge of MS Office; Knowledge in Flex System is definite advantage
- Good command in written and spoken English and Chinese
- Well-organised and Self-motivated
- Immediate available is preferred

Please submit your full CV with current and expected salary, plus availability to

[recruit@yo.org.hk](mailto:recruit@yo.org.hk)

(All information provided will only be used for recruitment related purpose)