

Vacancy

CLP Power Hong Kong Limited
Financial Control (HK)
Financial Reporting & Compliance
Accounts & Payments Section
Accounting Assistant (Permanent / 2-Year Contract)
[Ref: CLPP-FC-FRC-AP-AA]

CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically-integrated electricity supply business providing a highly-reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.

We are looking for an Accounting Assistant to join the Accounts and Payments function in Financial Reporting & Compliance Department of Financial Control (HK) in CLP Power Hong Kong Limited. Reporting to the Accounting Officer, the appointee will be responsible for the following duties:

- Process invoices for payment according to the relevant policies, guidelines and procedures
- Assist in various reporting activities including the preparation of accounting schedules, analysis and reconciliations
- Provide professional advices and support to internal customers and vendors for accounts payable related matters
- Assist in internal control related matters to ensure compliance with internal control requirements
- Assist in the development and implementation of system and process improvement initiatives
- Provide day-to-day operation and administration support
- Handle any other ad hoc tasks and assignments as required

Requirements:

- Diploma in Accountancy or equivalent, preferably a member of a recognized accountancy body
- At least 3 years' relevant experience
- Good interpersonal and communication skills
- A good team player, self-motivated, proactive, flexible, able to work under pressure and meet tight schedules
- Proficient in MS office 365 Apps, including Excel, Word and PowerPoint, knowledge in Power Automate and Power Query would be an added advantage
- Proficient in both spoken and written English & Chinese
- Experience in using ERP system e.g. SAP, Oracle

Please apply by sending email to chr@clp.com.hk giving a detailed C.V. including current and expected salary, career history, major achievements and personal attributes on or before **3 Jul 2021**.

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website: <https://www.clpgroup.com/>

Date Exhibited: 25 Jun 2021

Date Withdrawn: 3 Jul 2021

Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)