

Job Title	Accounts Administrator
Location	Hong Kong
Department	Finance
Date	23 November 2021

Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

Accounts Administrator

We are currently seeking for high caliber candidates to join our Finance team for the position of Accounts Administrator.

What Will You Do

- Reporting to the Finance Manager/Accountant located in Hong Kong office.
- Manage the month-end close process and prepare monthly financial reports – Bank reconciliation reports, Prepayments, Inter-company reconciliation, Reconciliation of HK administered companies, AGF reports etc.
- Maintain the integrity and accuracy of the firm’s General Ledger / Payment and Receipt records and that all records are kept in order.
- Identify receipts and post credits promptly.
- Arrange payments to vendors before due dates.
- Attend to queries raised internally and externally.
- Assist on billings during month end.
- Assist with the firm’s annual audit. This includes preparing schedules requested by the auditors as well as researching and answering all questions from the auditors as necessary.
- Liaise with firm wide finance teams, auditors and other regulatory bodies and manage related regulatory/compliance issues.
- Ensure processes are in place to ensure the firm complies with the Hong Kong Solicitors Accounts rules.
- Require to be hands-on on tasks such as client/matter openings, accounts payables, transfer time entries and disbursement / IDD postings etc.
- Assist with ad hoc projects as assigned by the Finance Manager/Accountant.

What You'll Need

- Degree holder with at least 2 or more years of solid experience in a law firm.
- Excellent knowledge of Elite Enterprise accounting and Microsoft Office computer skills (Excel, V-lookup, Word, etc.). Knowledge of Elite 3E is an advantage.
- Excellent verbal and written communication skills in Cantonese, Mandarin and English as both internal and external communication will be required.
- Ability to anticipate work needs and follow through with minimum direction, follow up on own initiative.
- Good team player with pleasant, proactive, responsible and flexible personality.
- Flexible and enthusiastic with the ability to manage own workload and priorities to meet deadlines.
- Ability to organize work flow and use time efficiently and also show strong attention to detail.
- Flexibility to adapt to all situations and work varied hours.
- Willing to learn and able to process high volume of finance-related data swiftly and accurately.

To apply, please send your CV to jodie.lok@conyers.com.