

<b>Job Title</b>	Accounts Administrator
<b>Location</b>	Hong Kong
<b>Department</b>	Finance
<b>Date</b>	29 April 2022

**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/Revenue Controller located in Hong Kong office.
- Handle billings to ensure all billings are done before month-end close.
- Perform daily reconciliation of billings.
- Assist with training legal secretaries for bills processing.
- Generate WIP reports as necessary.
- Prepare monthly financial reports – Reconciliation of various revenues reports by practice codes / jurisdictions / locations etc.
- Calculate and post monthly allocation charge to other island offices.
- Maintain the integrity and accuracy of the firm's General Ledger and that all records are kept in order.
- Ensure processes are in place that the billings complies with the firm's policies.
- Collecting all information needed to calculate bills receivable.
- Checking the data input in the accounting system to ensure accuracy of final bill.
- Attend to queries raised internally and externally.

- 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 and auditors as necessary.
- 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, write off / transfer time entries and close matters etc.
- Assist with ad hoc projects as assigned by the Finance Manager/ Revenue Controller.

### **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](mailto:jodie.lok@conyers.com).**