

Accounting Officer (Doctor Fee)

REFERENCE NO.: GHK-AO-DF

Job Descriptions:

- Responsible for general daily accounting operations mainly on doctor fee payment
- Prepare monthly statements to doctors
- File annual tax return
- General administrative duties such as document filing and mailing, etc.
- Assist in periodic reporting to management and shareholders, internal audit, year-end audit and taxation
- Assist in budget and forecast preparation and monitoring
- Handle other ad hoc assignments as required

Requirements:

- Form 5 or above, Diploma in accounting or related discipline
- Minimum 2 years' relevant work experience preferably in healthcare related industry
- Good command of written and spoken English and Chinese
- Proficient in MS office and general accounting system
- Able to work under pressure and meet tight deadlines
- Good communication and well organized
- Proactive, independent, strong sense of responsibility and a good team player