

Assistant Accountant

Job Descriptions:

- Handle daily accounting transactions, bank reconciliation and data entries
- Prepare bank and accrual entries, including receipts and payments
- Prepare vouchers, relevant forms and cheques
- Maintain the fixed assets register and handle depreciation
- Prepare balance sheet breakdown
- Prepare and upload journal entries in the accounting system
- Assist with the month-end closing process
- Travel between local offices as required
- Perform ad hoc assignments as required

Requirements:

- Higher Diploma/Associate Degree or above in Accounting or related discipline
- At least 2 years of relevant finance or accounting experience
- A proactive team player, capable of working independently with excellent organization and time management skills
- Detail-oriented, with strong interpersonal and communication skills
- Responsible, self-motivated and able to perform effectively under tight deadlines
- Good command in both written and spoken English
- Proficiency in Microsoft Excel (including data analysis, VLOOKUP, INDEX, and other advanced formulas). Experience with Accpac is an advantage.

This position is subvented by LCSD.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 2 August 2026. Please indicate on the subject of the email “Application for **Assistant Accountant**”.

Applicants who are not invited for interview within three months may consider them applications unsuccessful. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.