JOB DESCRIPTION

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| 1. JOB DETAILS |
| Position Title: | Accounting Officer |
| Department: | CP  |
| Reporting to: | Assistant Manager, Accounting or such other person as the Company may direct from time to time |
| 2. JOB PURPOSE / PRINCIPAL ACCOUNTABILITIES |
| Job Description* Responsible for preparing all tax declaration, tax calculation, reporting and submit it to the GDT as required. Ensure accuracy of the report
* Assist accounting team in daily recording as well as to check whether such cost is taxable
* Handle fixed asset: Update fixed asset listing on timely basic, depreciate the asset based on internal policy, occasional asset count
* Manage the recording and processing of cash advance and clearance as well as other expenses as required and allocated
* Produce financial report: PL, BS, CF, SOCE
* Support to prepare documents submitting to the regulators
* Check and verify all expense request, and accounting code and name in SUN system
* Assistant Accounting Manager and Finance Manager on tasks allocated on daily basic
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| 3. JOB REQUIREMENTS |
| Experience required: Minimum 3-years experience in Accounting and Tax (experience in insurance industry is a plus)Minimum Educational Level Required: Bachelor’s DegreeLanguages Required: - Professional proficiency in English Other Requirement:* Bachelor’s Degree in Accounting and Finance or related field (CAT, CPA, ACCA is a plus)
* Tax agency certificate is a plus
* Strong undertaking strategic analysis and multi-tasking skill
* Strong interpersonal skills, time management and motivational
* Strong communication skill in liaising effectively with co-workers, subordinates, superiors to exchange or convey information
* Good knowledge of computer administrator and Accounting System: SUN system
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