



## **Project Accountant**

### **Duties & Responsibilities**

- Based predominantly in the office, with some visits to client sites;
- Involve in project financial management for international and Hong Kong projects;
- Monitor project performance and participate in project review and control;
- Prepare management/financial reporting and business analysis;
- Assist client accounting staff, including some data entry;
- Ensure financial policies, procedures and processes are properly adhered to Assist internal project managers to review and manage project financial directly on a timely, accurate and efficient manner;
- Undertake daily accounting processes on behalf of clients, including some/all source data entry (e.g. sales invoices, purchase invoices, bank transactions, etc.);
- Provide support and guidance to client staff in the correct use of Xero;
- Prepare proposed payment schedules on behalf of clients;
- Input journal entries on behalf of clients;
- Prepare bank reconciliations;
- Input inter-company transactions;
- Provide assistance to other members of the team as required; and,
- Other ad-hoc activity as required.

### **Skills & Experience**

Degree holder in Accounting or Finance

Fluent in English

For application, please email with CV and availability

Applicants must have a right to work in Hong Kong. Visa sponsorship will not be provided



### **About Fresh Accounting**

Fresh Accounting is a dynamic and independent accounting firm based in Central, Hong Kong. We are a leading Xero partner and provide cloud based accounting solutions to our clients. We provide monthly accounting services and CFO services, along with implementation solutions to our clients.

We are looking to recruit a capable, self-motivated and energetic accounting professional to expand our team.