

General Administration Department

Manager to Senior Manager, Accounting and Payment Management (Ref. No: GAD-1665)

Job Responsibilities:

- Prepare and review payment application
- Prepare regular reports for management and preparing annual budget
- Prepare and review Petty Cash Reimbursement
- Responsible for monthly and annual accrual
- Follow up and submit monthly reports of AR, AP & Accruals to Finance Department
- Communicate with Finance Department and IT Department for system enhancement
- Invoice registration and distribution
- Perform system UAT and assist in IT projects
- Assist any ad-hoc projects and assignments

Job Requirements:

- Degree in Accounting or related discipline
- Minimum 5 years of relevant experience, experience in system implementation is preferred
- Strong sense of responsibility and good communication skills
- Proficient in MS office applications. Excellence in Excel will be an advantage.
- Good command in spoken and written Chinese and English. Fluency in Putonghua is a plus
- Immediate available is preferred

To apply, please submit your resume to hrd@icbcasia.com.

All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.