

## **General Administration Department**

### **Senior Officer to Assistant Management, Accounting and Payment Management (Ref. No: GAD-1810)**

#### **Job Responsibilities:**

- Prepare and review payment application
- Ensure prompt and accurate payment
- Follow up and submit monthly reports of AR, AP & Accruals to Finance Department
- Communicate with Finance Department and IT Department for system enhancement
- Prepare regular reports for management and assist in preparing annual budget
- Perform system UAT and assist in IT projects
- Perform any other duties as assigned by superiors

#### **Job Requirements:**

- Bachelor's degree with major in Accounting or related disciplines
- Minimum 1-2 years of relevant experience, experience in system implementation is preferred
- Ability to work independently, self-initiative and responsibility
- Familiar with MS Word, Powerpoint and Chinese word processing
- Good command of spoken and written English and Chinese, including Putonghua
- Immediate available is highly preferred

To apply, please submit your resume to [hrd@icbcasia.com](mailto: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.*