

## **HALO Creative & Design Ltd - Accounting Assistant**

**HALO Creative & Design Ltd** is offering a full time 6-month contract position for new graduates as an **Accounting Assistant**, based at their office in One Island South, Wong Chuk Hang.

### **Essential skills**

- LCCI level 2
- Basic verbal and written English, Mandarin would be a plus
- Advanced levels of Microsoft Office (Outlook, PowerPoint, **Excel & Word**)
- Hands on experience with ERP system
- Customer focused attitude
- Analytical, process oriented, technical competence

### **Responsibilities**

- Responsible for preparing weekly and monthly group invoicing and order intake report. Report in different dimension by looking at invoicing & order intake by channel / business unit / and region
- Monthly update of Group dashboard by channel (Retail and Wholesale)
- Responsible for the daily accounting transactions for Group adventures business (TO Studio and TO F&B) including bank, AR, AP, GL, commission calculations etc.
- Full closing of TO Studio monthly financial books and submission by biz date 9, together with all BS schedules and reconciliation (e.g. IC rec)
- Back up for group AP payment
- Liaise with internal business counterparts (Sales, Operations, and Finance team in China) as part of daily duties
- Assist in year-end audit and other statutory requirements for TO Studio and TO F&B
- Assist in preparing Annual Operating Plan & Budget for the Group Adventure business (TO Studio and TO F&B)
- Participate in BI reporting project and assist in verifying data drawn from BI vs. traditional platform
- Other ad-hoc assignments

Interested parties may send their CV with a covering letter to [hr@halocreativedesign.com](mailto:hr@halocreativedesign.com).