



About Fresh Accounting

Fresh Accounting is a dynamic and independent accounting firm with offices in Hong Kong, Singapore and Nepal. 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.

Accounts Assistant /Assistant Accountant

Duties & Responsibilities

Based predominantly in the office, with some visits to client sites:

- Undertake daily accounting processes on behalf of clients, including some/all source data entry (e.g. sales invoices, purchase invoices, bank transactions, etc.);
- Assist client accounting staff, including some data entry;
- 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

Degree holder in Accounting or Finance or equivalent

Fluency in English required

Remuneration

Package includes mandatory pension contributions where applicable, 18 days holiday, and other benefits.

For application, please email with CV, salary expectations and availability.

Applicants must have a right to work in the country they are applying for. Visa sponsorship will not be provided