
Officer

Responsibilities

- Prepare weekly, monthly, quarterly and yearly Monetary Authority of Macao (AMCM) returns
- Prepare banking related ratio & risk exposures according to AMCM guidelines
- Prepare bank and other balance sheet accounts reconciliation
- Maintain Fixed Assets Register
- Assist with the month-end closing process
- Other administration and ad-hoc duties

Requirements

- University degree OR with professional qualifications, preferred with major in accounting/finance
- 3 years of relevant accounting experiences, with banking experience is an advantage
- Proficient in excel, word and other accounting systems
- Good command of spoken and written Chinese, and English

For more information or enquiry, please email us at bdajob@delta-asia.com or contact us at **+853 8796 9620**.

All information provided will be treated in strict confidence and only be used for recruitment purpose.

Website: www.delta-asia.com

會計文員

工作職責

- 編制每日和每周銀行內部報表
- 協助發出收據和系統結算
- 負責資產負債表的對帳
- 負責每日會計記帳並輸入到系統
- 協助會計部月結流程
- 協助編制監管機構(AMCM)之報表
- 其他特設職責

任職條件

- 大學或以上學歷，持會計/金融/商科學位者優先考慮
- 2年以上相關工作經驗，曾在銀行或金融機構會計部任職者更佳
- 良好電腦操作技能(包括 Excel, Word, 其他會計系統)
- 良好的廣東話和英文聽說讀寫能力

如有任何查詢，請電郵至 bdajob@delta-asia.com 或致電 [+853 8796 9620](tel:+85387969620) 聯絡我們。

All information provided will be treated in strict confidence and only be used for recruitment purpose.

Website: www.delta-asia.com