

Job Advertisement

Company Details	
Company Name*	Generali Life (Hong Kong) Limited
Company Description	Generali is an independent, Italian Group, with a strong international presence. Established in 1831, it is among the world's leading insurers and it is present in over 60 countries with total premium income exceeding €70 billion in 2016. With over 74,000 employees in the world, and 55 million clients, the Group has a leading position in Western Europe and an increasingly significant presence in the markets of Central and Eastern Europe and in Asia. In 2017 Generali Group was included among the most sustainable companies in the world by the Corporate Knights ranking.
Location*	Admiralty
Classified Start Date	1 August 2019
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) # <input type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position*	Senior Accounting Officer
Department*	Finance & Accounting
Job Category	
Job Description/ Duties*	<ul style="list-style-type: none"> Manage and perform Finance operation activities in payments including claims, reinsurance, fees & commissions, staff reimbursements, company expenses, bank charges, investment expenses and etc Timely settlement of the Company's financial obligations to vendors consistent with payment policies and procedures Own and complete accounts payable cycle efficiently, accurately and independently Manage the expenses allocation between entities, BUs, departments and respective expenses recharges within group companies Participate in premium collection process Build strong relationships with internal and external stakeholders for process collaboration Collaborate with other Finance Team to drive process improvement and technological enhancements Document operating procedures Perform other finance-related duties and special projects as assigned
Requirements*	<ul style="list-style-type: none"> College graduate or above Minimum 3 years' experience with financial institutions, preference will be given to candidate with insurance industry experience Experience in AS400, SUN Accounting System is an added advantage Able to handle multi-tasks and meet tight deadlines Team player, self-motivated and attention to details and accuracy Good interpersonal skills and stakeholder management skills Proficiency in PC skills (i.e. Ms. Excel) Fluent in both English and Chinese
Application Method*	Interested parties please send full resume with expected salary to: The Human Resources Department, 5/F, Generali Tower, 8 Queen's Road East, Hong Kong or by email to HR@generali.com.hk.
Application Deadline	
Year(s) of Working Experience*	Minimum 3 years' experience

Employment Type	Full Time, Permanent
Additional Benefits	We offer 5-day work, good career prospects and attractive remuneration package to the right candidates.