

Job Advertisement

Company Details	
Company Name	Chong Hing Insurance Brokers Limited 創興保險經紀有限公司
Company Description	創興保險全資附屬機構 A Wholly-Owned Subsidiary of Chong Hing Insurance
Location	Kowloon Bay
Classified Start Date	Immediate
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) # <input type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position	Assistant Vice President, Accounting and Administration
Department	-
Job Category	-
Job Description/ Duties	<ul style="list-style-type: none"> • Handle full set of accounting and prepare the financial statements in a timely and accurate manner • Prepare consolidated reports, budget review and forecasts • Verify the commission statements and insurance log • Provide operation support to sales team to follow up the insurance applications • Ensure full compliance to regulatory and/or internal guideline and policies • Participate projects and ad hoc duties as assigned
Requirements	<ul style="list-style-type: none"> • Bachelor degree in Accounting, Finance or related discipline • Minimum 5 years of accounting experience in general insurance broker firm or wealth management firm • Understand the concept of life insurance and general insurance • Knowledge on AML/CFT is an advantage • Strong analytical mind, meticulous with good communication skills • Good command of both spoken and written English and Chinese • Proficient in MS Word & Excel and knowledge in VBA
Application Method	<p>Interested parties, please send full resume with current & expected salary and the date of availability to jobs@chbank.com . Information provided will be treated in strict confidence and only be used for recruitment purposes. Personal data of unsuccessful applications will be destroyed 24 months after the completion of the recruitment and selection exercise.</p>

Application Deadline	Two months
Year(s) of Working Experience	Minimum 5 years
Employment Type	Full Time, Permanent
Additional Benefits	5-day week, Birthday leave, Examination leave, Marriage leave, Insurance plan, Medical plan Dental plan, Education subsidies