



**Heinemann**  
Asia Pacific

## Accounts Assistant

Based at Hong Kong

### About the Company

We are a European travel and retail company established in Singapore in 2010. Our group has over 130 years of experience in international Duty Free & Travel Retail, stretching from distribution over retail onto high-end logistics solutions. We operate over 230 stores at 125 airports in 47 countries. We have expanded our travel retail business in the Asia Pacific region and we are currently looking for an Assistant Finance Manager to support our upcoming retail business in Hong Kong.

The role will be reporting to the Assistant Finance Manager and will be working closely with the Finance teams in HKK and Singapore. This role is mainly responsible in handling the full spectrum of accounts payable and payments function, brand-related transactions for activities and other services in a fast-paced environment, and will also assist the team for month-end closing and reporting.

### The successful candidate is expected to

- Process, code and match non-trade invoices, staffs' expense claims and petty cash reimbursement accurately and timely by cost centers and in accordance with company's policy
- Process and verify trade invoices through 3-way match with approved purchase order, goods receipt and invoice receipt for goods invoices
- Liaise directly with suppliers and counterparties to resolve discrepancies and respond to inquiries
- Reconcile suppliers statements and follow up on reconciling differences
- Prepare and process payments by monitoring payment cycles for trade and non-trade invoices and staffs' expense claims and ensure payments are made on time
- Prepare supplier/brand-related invoices for billings in relation to brand activity and other services, which entails follow up with customers on PO number for issuance of tax invoices for brand activities and other services, resolving discrepancies directly with counterparties (non-trade)
- Liaise with customers to assist with collection of outstanding non-trade receivables
- Send monthly statement of accounts to customers on non-trade receivables
- Post transactions into SAP (invoices, bank postings for payments/ incoming remittance, etc.)
- Prepare, administer and reconcile corporate credit card statements and receipts with the respective credit card owners
- Assist in providing weekly forecast for outgoing payments
- Maintain a high level documentation system and procedures by filing all required documents to meet audit requirements and for management purpose
- Ensure timely retail month-end closing, including reconciliation of bank, intercompany, trade and non-trade accounts payables and non-trade accounts receivables
- Assist and support in all general accounting duties (data input, report preparation, etc) and year-end audit matters
- Support Finance team as well as the Operations team in any other ad-hoc matters
- Support in cross-training relating to accounting operational processes

### Profile

- Has a Diploma in accounting or related discipline
- Has at least 2 years of accounts payable experience in an MNC environment or a retail/FMCG industry
- Has experience with SAP FI accounting systems (preferred)
- Has positive attitude with good interpersonal and communication skills in handling key stakeholders, adaptive diligent and enthusiastic with repetitive tasks
- Is a fast learner, pro-active, capable to multi-task and can work under tight deadlines
- Is able to work in a fast paced environment and process high volume of invoices
- Has an eye for details, meticulous and an inquiring mind
- Is a good team player and is also able to work independently