



Job Title: Accounting Officer, Hong Kong
Reporting to: Senior Finance Manager
Department: Finance
Job Location: Hong Kong
Contract Type: Permanent

The Firm

HFW is a sector focused global law firm. We have over 600 lawyers working across the Americas, Europe, the Middle East and Asia-Pacific. We take a progressive and innovative approach to our roles in commercial business – thinking creatively and pragmatically to support our clients.

Whether we are solving complex issues within the construction, aviation or shipping industries, or providing advice across insurance, commodities and energy we are specialist lawyers here to add value to our clients. We think about the commercial solution first, and then underpin our advice with a solid foundation of legal expertise.

HFW Hong Kong

HFW was one of the first international law firms to open an office in Hong Kong, and we have now been serving clients in the region for over 40 years. We have a team of more than 70 lawyers providing specialist advice on a wide range of contentious and transactional matters, including across HFW's core sectors: aerospace, commodities, construction, energy, insurance and shipping.

Our Hong Kong team works seamlessly with our offices in Shanghai and throughout the Asia region to provide expert advice that combines decades of local insight with our truly global capabilities and experience. Our disputes practice is a market leader for high value, multi-party and multi-jurisdictional litigation and international arbitration – we are one of the most active law firms in the Hong Kong High Court and the HKIAC. Our transactional practice in Hong Kong was recently boosted by the arrival of a top corporate finance team, who handle equity and debt capital markets, M&A, funds, and other complex corporate and commercial matters.

The Role

The Accounting Officer is responsible for the general daily receipts, payment transactions and the General Ledger (Elite 3E system) of HK office. The individual will also be responsible for client monies transactions and support the month end Elite closing whilst working closely with the Accounting Manager to achieve assigned financial objectives and ensure compliance with HK Solicitors' Accounts Rule requirements.

Key Responsibilities

The role will be varied and include:

1. Monitor all incoming cash receipts, including office and client monies, and ensure they are processed and updated into Elite 3E promptly and correctly.
2. Prepare monthly bank reconciliations for both office and clients accounts
3. Prepare and report cash position and cash collections on a weekly basis
4. Update and maintain prepayments and accruals schedules
5. Maintain fixed asset register and prepare depreciation calculation
6. Manage general ledger and ensure all postings are completion by month end closing
7. Handle queries raised internally and externally
8. Liaise with bankers and auditors

9. Assist with daily payments transactions when needed
10. Ensure compliance with HK Solicitors' Accounts Rules requirements and internal policies
11. Any other *ad hoc* duties as may be required

The Person – Key skills and experience required

1. A minimum of 2 years' accounting experience within an international legal partnership or professional services environment
2. A team player with a positive attitude and the ability to interact professionally within the firm
3. A good understanding of SRA Accounts Rules and best practice techniques for managing client monies
4. IT literate, with exposure to Word, Excel, Adobe and Elite 3E
5. Fluent in English and Cantonese, both written and verbal
6. Emotional intelligence and able to appreciate clients (internal and external) circumstances, priorities and timelines
7. A highly organised approach to work and strong attention to details
8. A willingness to collaborate with others and keep an open mind

Additional Information

Kindly note that this job description is not contractual. It will be reviewed periodically and may be amended or altered to meet the needs of the firm.

HFW aims to ensure equality of opportunity, and we are actively working towards improving the diversity of our staff. All applications will be considered only on merit and the applicant's suitability to meet the requirements of the role.

HFW collects and processes personal data relating to job applicants to manage its recruitment process. The firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For information on how the firm will process your data, please see our Privacy Notice on our website (www.hfw.com/Privacy-Notice), in the section "What we collect and how we use it".

November 2023