



Pacific Basin

With you for the long haul



Pacific Basin is one of the world's leading owners and operators of modern Handysize and Supramax dry bulk ships. We are listed in Hong Kong and operate globally with a fleet of over 270 ships trading worldwide. Our team comprises about 4,600 seafarers and over 400 shore staff in 14 key locations around the world.

Job Title	Accounts Clerk (Cash Management)	Location	Hong Kong
Department	Communications, Finance and Governance	Reporting Line	Senior Accountant, Cash Management
Role Summary	As part of our ongoing development, we are looking for Accounts Clerk to join our CFG team.		
Internal Stakeholders	Various personnel across different departments		
Responsibilities	• Perform general accounting duties including data entry, payment preparation, accounts payable settlement, bank transfer instructions and bank reconciliation function; • Support the accounts payable month-end and year-end closing; • Maintain accounting records to comply with the internal and external audit requirements; • Liaise with internal departments and external parties on daily operations; • Assist in ad hoc project as and when required.		
Skills Capabilities Qualifications	• Diploma or above in Accounting or related discipline or equivalent; • Experience in cash payable is preferred; • Fresh graduates who show keen interest in accounting are welcome to apply; • Knowledge on international remittance network is an advantage; • Experience in Microsoft Dynamics 365 Business Central system is an advantage; • Well versed in operating computer software especially Excel; • Good command of both spoken and written English, confident in dealing with external parties; • Candidate is eligible to work in Hong Kong.	Attributes Personality	• Detail-oriented, self-motivated, well-organized, problem-solving skills and good interpersonal skills; • Effective time management and ability to work independently and with deadlines; • Able to work under pressure; • Willing to learn new skills.

If you are selected, you will be continuously assessed not only on the basis of your performance, but also on the basis of your attitude and behavior. Cultural fit and adherence to Company values is of paramount importance. We are committed to fostering a diverse, equitable, and inclusive workplace where all colleagues feel valued and empowered to bring their authentic selves to work. Please apply with a full résumé, salary expectation and contact tails to the Human Resources Department at recruiting@pacificbasin.com. We only accept CVs in pdf format. Please make sure there is a covering message and specify the position for which you are applying. (Application deadline: 22 October 2025)

All applications will be treated in strict confidence and used solely for recruitment purposes.