



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 headquartered and listed in Hong Kong and operate globally with a fleet of over 250 ships trading worldwide. Our team comprises about 4,600 seafarers and over 365 shore staff in 13 key locations around the world.

As part of our ongoing development, we have decided to recruit a suitable person for the following position:

ACCOUNTS CLERK – HONG KONG

REQUIREMENTS

- Diploma or above in Accounting or related discipline or equivalent;
- Minimum 3 years' experience in accounting;
- LCC Intermediate level or above;
- Shipping account experience is an advantage;
- Well versed in operating computer software especially Excel;
- Good command of spoken and written English is essential;
- Candidates are eligible to work in Hong Kong.

JOB SCOPE

- Report to the Finance Controller, Fleet Accounts;
- To ensure the accuracy and validity of invoices and payments from Operations department and include checking for formal approval;
- To ensure the accuracy of accounting entries for monthly accruals and income distribution;
- To maintain proper records of journals, mater data, and other related accounting documents;
- To maintain the reliability of Master data;
- Preparation of monthly accounts and ad hoc journals;
- Assist in Accounting Manager in the analysis of revenue and operations data extracted from the operations system;
- Assist in documentation of the operation system as and when necessary;
- Assist in other matters as required by the Accounting Manager as and when necessary.

If you are selected, you will be continuously assessed not only on the basis of your performance, but also on the basis of your behavior. Cultural fit and adherence to Company values is of paramount importance. Please apply with a full résumé, salary expectation and contact details to the Human Resources Department at recruiting@pacificbasin.com. We only accept CVs in pdf format. You may also apply by WhatsApp to +852 6117 6848. WhatsApp is for application only, not for follow up communication. Please make sure there is a covering message and specify the position for which you are applying. (Application deadline: 24 May 2022)

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

recruiting@pacificbasin.com

www.pacificbasin.com



Pacific Basin Shipping (HK) Limited