

The KG Group is a leading educational organisation based in Hong Kong, specialising in kindergarten, arts enrichment, and English language learning. Founded in 1996, it has a reputation for excellence, and serves an inclusive international community of children and young people through its vibrant learning centres, schools, and high quality proprietary curriculum.

We are now looking for a high calibre person to fill the following position:

## **Accounting Manager**

### **Responsibilities:**

- Supervise accounting control procedures across different group entities
- Prepare budgets, payroll entries, and other accounting documents
- Prepare profit and loss and other financial statements, and monthly management accounts
- Compile and analyse financial information to prepare entries to accounts
- Supervise input and handling of financial data and reports for the company's financial systems
- Maintain financial databases, computer software systems, and manual filing systems
- Interact with external auditors in completing audits and preparing financial accounts
- Manage accounting staff workload and responsibilities

### **Requirements:**

- Degree holder in Accounting/Finance or related discipline
- Minimum of 3 years accounting experience
- Minimum 2 years managerial experience
- Excellent command of both spoken and written English and Chinese
- Attention to detail, strong multi-tasking skills, and ability to work under pressure
- Previous experience of Peachtree accounting software a must
- Previous experience working in the education sector an advantage
- Immediate availability is preferred

We provide a competitive package and are committed to helping you reach your full potential. Salary is dependent on qualifications and experience. Other benefits include private medical insurance, generous paid leave, free tuition for family members, and study grant.

Please state your current and expected salary, and availability in your application. Applications that do not give this information will not be considered.

To apply please send your CV and cover letter by email to [careers@the-kggroupp.com](mailto:careers@the-kggroupp.com)

Visit our website to learn more about us: <http://www.kidsgallery.com>

*Data collected will be used for recruitment purposes only.*