



# Career Opportunity

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Swan Pensions Ltd has an excellent opportunity as Accounts Support

## Responsibilities

- Draw cheques payable for clients and Swan Pensions Ltd
- Bank cheques received and follow up of returned cheques
- Perform credit control
- Perform bank reconciliation for clients and Swan Pensions Ltd
- Provide support to Assistant Accountants in the preparation of quarterly reports and financial statements
- Perform administrative tasks

## Candidate's Profile

- Higher School Certificate (HSC) or equivalent
- BSc Accounting or at least ACCA Level 1
- At least 1 year working experience would be an advantage
- Have good communication and interpersonal skills
- Be a good team player
- Be able to work under pressure and meet tight deadlines
- Be conversant with MS Office Tools

If you believe that you fit the above profile, please send your application letter and curriculum vitae to [hr@swanforlife.com](mailto:hr@swanforlife.com) quoting 'Accounts Support' by Monday 24<sup>th</sup> February 2020.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.