



Understanding People

Accounting Officer / 会計担当者

Healthcare & biotech industry

Job Information

Recruiter

Specialized Group

Job ID

1595127

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Hong Kong

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Accounting Officer | Healthcare & Biotech 会計担当者・ヘルスケア&バイオテクノロジー

Our client, a healthcare and biotech company specializing in cell banking, is seeking an Accounting Officer for their Hong Kong operations. This role offers the opportunity to support the launch and operation of a new entity, ideal for a detail-oriented professional eager to build a stable accounting structure in a start-up phase. The position is full-time and based in Hong Kong, with the chance to coordinate with the Japan headquarters and external advisors.

Key Responsibilities:

- Handle daily bookkeeping and journal entries
- Process invoices and manage accounts receivable/payable
- Support month-end closing activities
- Coordinate with Japan HQ and external advisors

- Maintain compliance with Hong Kong accounting standards
- Assist in building a stable accounting structure

Qualifications:

- Must be a Hong Kong permanent resident or citizen
- 2–5 years of accounting experience
- High fluency in English and Cantonese
- Business-level proficiency in Mandarin
- Minimum JLPT N2 level in Japanese
- Experience with accounting software like QuickBooks or Xero is preferred but not mandatory
- Familiarity with Hong Kong accounting standards and regulations
- Ability to manage accounts receivable/payable processes

私たちのクライアントである香港の医療・バイオテクノロジー企業では、細胞バンキングに特化した事業を展開しています。この度、新たな事業所の立ち上げと運営をサポートするため、会計担当者を募集しています。スタートアップ段階で安定した会計構造を構築したいと考えている、細部にこだわるプロフェッショナルに最適なポジションです。このポジションはフルタイムで、香港を拠点とし、日本本社および外部アドバイザーとの緊密な連携が求められます。

主な業務内容

- 日次の記帳と仕訳処理
- 請求書の処理および売掛金・買掛金の管理
- 月末締め作業のサポート
- 日本本社および外部アドバイザーとの調整
- 香港会計基準の遵守
- 安定した会計構造の構築支援

応募資格

- 香港の永住権あるいは市民権を保有
- 2～5年の会計経験
- 英語と広東語に堪能
- ビジネスレベルの北京語能力
- 日本語能力試験N2以上
- QuickBooksやXeroなどの会計ソフト経験（尚可）
- 香港の会計基準や規制に関する知識
- 売掛金・買掛金の管理能力

Company Description