

Finance Officer



+852 3611 9622



info@apeirongroup.com

Apeiron Group is the leading international resource for Professionals serving High Net Worth (HNW) Individuals in wealth allocation, protection, and succession advisory. With more than two decades of experience in the International Ultra/HNW Life Insurance distribution and advisory sector, Apeiron is now driving the industry forward through creation and implementation of insurance technology, a first of its kind in our area of practice.

This position plays a vital role in supporting the financial operations of the group. You will assist the Group CFO in various financial activities, including transaction processing, financial analysis, and compliance. This position will collaborate with various departments to provide financial guidance and support, contributing to the overall financial health and success of the organization. The position is based in Hong Kong and reports to the Group CFO.

Duties and Responsibilities

Financial Transaction:

- Assist in processing accounts payable and accounts receivable transactions
- Maintain accurate and up-to-date financial records and documentation
- Help reconcile bank statements and ensure accurate recording of financial transactions for the group
- Monthly payroll

Financial Analysis:

- Support the preparation of financial statements, budgets, and forecasts
- Perform data analysis and assist in identifying trends and patterns
- Contribute to financial reports and presentations for management review

Compliance and Reporting:

- Assist in ensuring compliance with relevant financial regulations and standards
- Help prepare and submit financial reports, tax returns, and other required filings
- Assist in coordinating with external auditors during the audit process
- Maintain accurate and up-to-date financial records and documentation

Team Collaboration:

- Work closely with the Finance team to support their day-to-day activities
- Collaborate with cross-functional teams to gather financial data and provide assistance as needed
- Participate in team meetings and contribute ideas for process improvement

Finance Officer



+852 3611 9622



info@apeirongroup.com

Qualifications/Requirements:

Education

- Bachelor's degree in Finance, Accounting, or a related field.

Experience

- Minimum of two years working experience in accounting/finance
- Knowledge of financial and tax regulations. Experience with jurisdictions outside of Hong Kong is a plus
- Strong understanding of financial and accounting principles and concepts
- Proficiency in Microsoft Excel and financial software - Xero is preferred

Personal requirements:

- Excellent analytical and problem-solving skills with a keen attention to detail
- Strong organizational and time management abilities to handle multiple tasks effectively
- Good communication and interpersonal skills to collaborate with team members and stakeholders of varying cultural backgrounds and experiences.
- Ability to learn quickly and adapt to a fast-paced and dynamic work environment
- Must maintain strict confidentiality at all times, both in and out of the workplace

Language Ability:

- Apeiron is an English-speaking environment, proficient spoken and written English is mandatory. Cantonese and/or Mandarin is a plus.

Apeiron Group is an Equal Opportunity Employer.

This job description is not intended to limit the responsibilities on an employee assigned to this position to those duties listed above.

The employee is expected to follow any other instructions and perform any other duties requested by the immediate supervisor or company management. The level of involvement may vary based on company and individual capabilities.

[Apply Now](#)