

## JUNIOR ACCOUNTANT – XERO (PART TIME)

### THE COMPANY

August Robotics is an **international company** which builds application-specific robots to automate workflows for businesses. We believe in the potential for **humans and robots to collaborate and co-operate**, and we aspire to be at the forefront of the coming “robotics revolution”.

August Robotics recently **released its first robot**, an application-specific robot for the global trade show industry. The company will soon begin work on its next wave of **revolutionary robots** and is growing its team accordingly.

### YOUR SKILLS

You must show:

- Familiarity with **Xero**
- Either an **accounting degree** from a reputed University or at least 2 years of work experience as an accountant or a **book-keeper**
- Excellent quantitative skills
- Care and **attention to detail**
- Fluent English skills (written and oral)
- Fluent **Mandarin Chinese**, and mastery of simplified Chinese characters
- Familiarity with Microsoft Excel
- Entrepreneurial spirit and a creative mindset
- **Right to work in Hong Kong** (without needing company sponsorship)

The following are not required but would be viewed favourably:

- Experience with Expensify or other expense management platforms
- Demonstrated familiarity with Hong Kong company secretarial requirements (Inland Revenue, Companies Registry, audit of accounts, insurance, etc...)

You should be a self-starter, with strong organisational skills and an ability to work proactively and independently.

You should be **comfortable with ambiguity** and excited by the idea of working in an entrepreneurial culture. You should be **open to learning new things**, and willing to jump in and lend a hand on a range of different issues when the need arises.

### THE ROLE

#### 1. Book-keeping on Xero

- Allocate expenses to account codes
- Upload substantiating documentation for every expense to Xero, in accordance with company policy
- Bank reconciliations
- Maintain fixed asset registers
- Monthly reconciliation of China transactions in Xero
- Generate Xero reports and identify and troubleshoot accounting issues accordingly

#### 2. Bank payments

- Initiate payments and download bank transactions each day in a prompt and reliable manner
- Liaise with HSBC, BW Bank and other banks

#### 3. Audits and tax

- Support the company’s external auditors and tax advisors in their work to prepare audited accounts and tax returns for the company, as required by law

#### 4. Expense Management

- You will approve (or reject) expense claims submitted by staff members around the world by applying the company’s detailed Expenses Policy

#### 5. Hong Kong compliance

- You will ensure that the company keeps on top of all its statutory filing requirements in Hong Kong, for both Inland Revenue and the Companies Registry
- For example, the timely preparation of IR56B & IR56E forms, and maintenance of the SCR and other registers

This position is a **part-time role** (2-3 hours per day), and the successful candidate may choose either to **work from home** or from the company’s attractive office premises next to the **Kowloon Tong** MTR station. One morning per week the successful candidate will be required to work from the office in order to **meet with company management** and present his/her financial reports.

This is a unique opportunity to join a well-funded start-up with an experienced leadership team during the early stages of growth. To apply, please send your CV and cover letter to [employment@augustrobotics.com](mailto:employment@augustrobotics.com).