

## We're Hiring

REVENUE CONTROL SPECIALIST, HONG KONG

**Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.**

### **Revenue Control Specialist**

We are currently seeking high caliber candidates to join our Corporate Services team in the role of Revenue Control Specialist. This position reports to the Head of Corporate Services in the Hong Kong office.

#### **What You Will Do**

- Manage AR aging reports, WIP reports, bill summary reports, provision for bad debt reports etc.
- Issue monthly and annual bills to clients for the three jurisdictions
- Attend to queries raised internally and externally
- Assist with the firm's annual audit
- Liaise with firm wide finance teams, auditors and other regulatory bodies and manage related regulatory/compliance issues
- Ensure processes are in place to ensure compliance with AML rules
- Hands-on execution of tasks such as accounts receivables, billings (including e-billings) and collections
- Meet with partners and fee earners regularly with respect to for billings and collections
- Update collection status in Arcs system
- Assist with working capital management and improving lock up
- Assist with ad hoc projects as assigned by the Head of Corporate Services

#### **What You'll Need**

- Degree holder with at least 5 years of solid experience in a law firm or related field
- Excellent knowledge of Microsoft Office computer skills (Excel, V-lookup, Word, etc.).
- Excellent verbal and written communication skills in Cantonese, Mandarin and English. Both internal and external communication will be required
- Ability to anticipate work needs and follow through with minimum direction, following up on own initiative
- Good team player with pleasant, proactive, responsible and flexible personality



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- Flexible and enthusiastic with the ability to manage own workload and prioritise to meet deadlines
- Ability to organize work flow and use time efficiently
- Strong attention to detail
- Flexibility to adapt to all situations and work varied hours

**To apply, please send your CV to [jodie.lok@conyers.com](mailto:jodie.lok@conyers.com). Deadline to apply is 31 August 2024.**