



<https://targetjob.govhelp.in/job/hsbc-bank-recruitment-2024-bank-jobs-bookkeeper-post/>

HSBC Bank Recruitment 2024 – Bank Jobs – Bookkeeper Post

Hiring organization
HSBC Bank

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 22,000 - USD 26,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HSBC Bank Recruitment 2024

In this crucial role, you'll play a vital part in maintaining the financial health of our branch by meticulously recording and reconciling financial transactions. Your sharp eye for detail and dedication to accuracy will ensure our financial records are pristine and our operations run smoothly.

HSBC Bank Jobs near me

Responsibilities:

- **Accurate Transaction Recording:** Process and record daily financial transactions, including deposits, withdrawals, payments, and receipts, ensuring adherence to bank policies and accounting principles.
- **Account Reconciliation:** Reconcile bank statements with internal records, identify and resolve discrepancies promptly, and maintain accurate account balances.
- **Financial Reporting:** Prepare and present regular financial reports, including cash flow statements, balance sheets, and income statements, for internal stakeholders and regulatory compliance.
- **Data Management:** Maintain and update financial data in accounting systems, ensuring data integrity and accessibility.
- **Customer Support:** Assist customers with basic financial inquiries and provide account information as needed.

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HSBC Bank Careers

Skills:

- **Strong accounting knowledge and skills:** Experience with double-entry accounting principles, general ledger maintenance, and financial reporting is essential.
- **Attention to detail and accuracy:** Possess a meticulous approach to ensure all financial transactions are recorded and reconciled correctly.
- **Proficiency in accounting software:** Capable of utilizing accounting software packages and online systems effectively.
- **Strong analytical and problem-solving skills:** Able to identify and resolve discrepancies in financial data and troubleshoot system issues.
- **Excellent communication and interpersonal skills:** Communicate effectively with colleagues, customers, and internal stakeholders.

Important Links

Find the Link in [Apply Now](#) Button

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