

**London Chamber of Commerce and Industry  
Examinations Board (LCCI EB)**



**Employer  
Recognitions**

# Passport to Employment

LCCIEB tests the business skills that are in demand in today's workplace. Employers worldwide value people who have LCCIEB awards. Individuals know that LCCIEB/certificates allow candidates to build a career, from junior to management level in a wide range of specialisations in the workplace. International companies who use LCCIEB to satisfy their training and development needs look for LCCIEB credentials when recruiting and use our qualifications to train up their existing workforce.

The list of employers requesting LCCIEB qualifications is long and is always growing. Newspaper advertisements and employment agencies ask for LCCIEB by name. We have selected a small representation of the thousands of companies that ask for LCCIEB qualifications every year.

## What Employers say about London Chamber of Commerce and Industry Examinations Board

"LCCIEB have supported us in the development of a training methodology tailored specifically to our company's needs. The new assessment process has reduced confidentiality risks and improved the effectiveness of our training."

Melanie Sharp, Employee Development Advisor BAE Systems.

"We have excellent support from LCCI Examinations Board in developing a virtual portfolio for our online training programme and continue to enjoy a great working relationship."

John Browning, Training Consultant BP OIL (UK) Retail.

"LCCIEB have an excellent support system in place and the service received is excellent."

Jill Ryan NVQ Assessor Rolls-Royce Plc.

"LCCIEB is a well recognised qualification. The people which we have recruited previously have also performed up to standard."

Stephanie, HR Officer PSA Corporation Ltd.

"We recruit people with LCCIEB qualifications as it is a recognised qualification in Singapore."

Sandra Wong, Office Manager TEMENOS Singapore Pte Ltd.

"LCCIEB is a recognised qualification in Singapore."

Lena Chua, Assistant Manager Sunrider.

"We recruit people with LCCIEB qualifications as they have a strong financial background. They will have an advantage as compared to people with 'A' and 'O' Level qualifications. The syllabus and coverage of LCCIEB courses are also relevant for them to be competent in their job."

Valerie Cheong, HR & Administration Manager California Fitness Centres.

"...not only the directors but also people working on the production line need to exchange ideas with native English language visitors and customers. The LCCIEB SEFIC examination gives our employees the language skills they require in the world of work, so we have now introduced this exam as integral part of our employee training programme."

Horacio Martínez Suárez, HR Manager Pillsbury Argentina S.A.



i n v e n t

**SONY**



Mercedes-Benz



**MOTOROLA**

**SIEMENS**





A small representation of the thousands of companies who recognize and ask for LCCIEB Qualifications

HONG KONG

## DHL Worldwide Express

The leader in international air express delivery and the world's most global company, invites you to apply for the position of:

### Senior Accounts Clerks

#### (A) Financial Accounting

Ref.ACC18a

You will be responsible for maintaining general ledgers; preparing financial reports and balance sheet analysis for management review. Inter-company accounts reconciliation and actual cost analysis.

#### (B) Treasury

Ref.ACC18b

You will be responsible for handling general accounts payable or receivable activities, and preparing related monthly reports for management review.

#### Requirements:

Passed in HKCEE with LCCIEB Higher Accounting Level or equivalent;  
Minimum 3 years accounting working experience;  
Strong PC knowledge especially in Microsoft Office;  
Be initiative, well organized and hardworking;  
Be able to work under pressure and independently.

We offer attractive salary and fringe benefits including 5 days week, year-end bonus, 2-3 weeks annual leave, dental, medical and life insurance, provident fund, traveling subsidy, discounted air ticket and educational assistance to right candidates.

Applications will be treated in strict confidence, and should include full particulars of your qualifications, experience, current and expected salary and be addressed to: The Personnel Department, DHL International (HK) Ltd., DHL House, 13 Mok Cheong Street, Tokwawan, Kowloon OR fax to 2365 0705 OR by email: [personnel@hkg-co.hk.dhl.com](mailto:personnel@hkg-co.hk.dhl.com) (Please quote the Ref. no)



Visit us on the Internet at [www.dhl.com.hk](http://www.dhl.com.hk)

## Secretary

Rolls-Royce is a leading international solutions provider in the aerospace, defence, marine and energy markets.

Based in Gul Circle, your role is to provide administrative support and secretarial assistance to the Applications / Proposal Team as well as handle their travel arrangements, customers' enquiries and expatriates' immigration issues.

You should possess **LCCIEB PSD** with a strong credit in English and at least 3 years' secretarial experience in a fast-paced MNC environment. Working knowledge of shorthand would be an advantage. You should also have strong interpersonal and communication skills, excellent telephone etiquette and be proficient in Microsoft Office applications.

A competitive remuneration package commensurate with experience and qualifications will be offered to the successful candidate.

Please send in your detailed resume, which should include a recent passport-sized photograph, contact telephone number(s), current & expected salaries by 9<sup>th</sup> March 2002 to: The Human Resource Manager, Rolls-Royce International Limited, 501 Orchard Road, #06-02 Wheelock Place, Singapore 238880. Fax: 67348387



Rolls-Royce



## Business Planning / Analysis Assistant

As our Business Planning / Analysis Assistant, you will prepare sales and pax statistics, track and review concession bids, as well as prepare quarterly forecasts and annual budget. In addition, you will also be involved in the monthly financial analysis of our financial statements and documents.

- GCE "A" level (Commerce) or **LCCI higher**
- Good working knowledge of Excel spreadsheet
- Experience with SAP would be an added advantage
- Highly numerate and able to interpret statistics
- Meticulous and enjoy working with figures

*If you possess the skills and enjoy working in a progressive and challenging environment, we want you. We offer an attractive compensation package with excellent benefits.*

*Submit a brief but comprehensive resume stating personal details and qualifications, career history, a recent (non-returnable) photograph and contact number by Jan 10, 2001. Only shortlisted candidates will be notified.*

Write to: Vice-President, Human Resources  
Fax: 67324951

Or email: [sin.hro@dfsgl.com](mailto:sin.hro@dfsgl.com)

**DFS Venture Singapore (Pte) Ltd**  
8 Claymore Hill #01-00, Claymore Point, Singapore 229572

## ACCOUNTS OFFICER

The successful candidate will join our Finance Team in handling MAS (Monetary Authority of Singapore) and other regulatory and management information reporting.

Requirements:

- ✓ **LCCIEB Second level Diploma in Accounting** or equivalent
- ✓ Minimum 4 years' working experience in handling MAS reporting for offshore banks
- ✓ Prior experience in handling bank reconciliations and investigations
- ✓ Proficient in Microsoft Excel and other spreadsheet applications
- ✓ Ability to work well under pressure with minimal supervision
- ✓ Must be prepared to work overtime during month-end reporting period
- ✓ Good verbal and communication skills

If our challenges meet your aspirations, send/email in confidence with a detailed resume including expected salary and contact telephone number by 15 September 2001 to:

Head, Human Resources  
HSBC Republic Bank (Suisse) SA  
21 Collyer Quay, #18-00 HSBC Building  
Singapore 049320  
Email: [rsphrd@cyberway.com.sg](mailto:rsphrd@cyberway.com.sg)



YOUR WORLD OF FINANCIAL SERVICES

## A future in Hydro

Norsk Hydro is Norway's largest industrial company with its principal activities within Plant Nutrition, Oil and Energy and Light Metals. A Fortune 500 company listed on 7 stock exchanges worldwide and reports annual sales above US\$13 billion. The company sells its products in more than 100 countries and employs over 39,000 dedicated individuals worldwide.



We believe our success is due to innovation and leadership, and nurturing people's potential. We invite you to be a part of a dynamic team within a worldwide leading industrial company.

## ACCOUNTS ASSISTANT

### The job

The incumbent will be assisting the Accounting Manager in managing day-to-day accounting activities, consolidating and preparing financial reports for submission to Headquarters, and coordinating with various overseas business divisions for relevant financial information.

### Requirements

- Accounting Diploma or [LCCI Higher Accounting](#).
- Min. 2-3 years of accounting experience.
- Preferably, full sets, Windows Applications, SUN Accounting system.
- Other attributes: independent, pleasant and team player.
- Commitment to meeting tight reporting deadlines is utmost important.

A competitive remuneration commensurating with qualifications and experience will be offered. Applicants are invited to submit their detailed curriculum vitae including current and expected salary, together with a recent photograph (non-returnable) and contact telephone number(s) by 23 February 2002 via email to [theresa.tan@hydro.com](mailto:theresa.tan@hydro.com) or the following address:

Human Resources  
Norsk Hydro Asia Pte Ltd  
152 Beach Road #20-05/08 Gateway East  
Singapore 189721



## Making a difference.

### Assurance

When it comes to getting things done, no one does it quite as effectively as you do. Outgrowing your present responsibilities? Here's how Andersen could bring out your best. With world-class expertise in assurance, tax, consulting and corporate finance, we never run out of ways and opportunities to help clients find new ways in moving toward success in the new economy. So what's stopping you?

### Business Consulting

### Corporate Finance

### eBusiness

## Secretaries

You should provide administrative support to our line professionals and perform a wide range of challenging duties. You should possess outstanding initiative, the flexibility to cope with rapidly changing priorities, as well as excellent organizational and interpersonal skills. You should also have a good command of spoken and written English and be able to work effectively in our fast-paced environment. In addition, you should have the ability to work independently and take ownership of assigned projects/tasks.

### Human Capital

### Legal Services

### Outsourcing

### Risk Consulting

You should have [LCCIEB PSD](#) or equivalent qualifications and a minimum 3 years' relevant experience supporting senior management. Proficiency in MS office application is pre-requisite.

### Tax Services

For consideration, please forward your comprehensive resume (including passport-size photograph, contact number(s) and current/expected salaries) together with all the relevant academic transcripts, certificates and testimonials by 11 August 2001 to:

The Human Resources Director  
ARTHUR ANDERSEN  
10 Hoe Chiang Road, #18-00 Keppel Towers  
Singapore 089315

[www.andersen.com](http://www.andersen.com)

# LCCIEB Worldwide

⇒ Algeria	⇒ Estonia	⇒ Luxembourg	⇒ Sierra Leone
⇒ Antigua/Barbuda	⇒ France	⇒ Macau	⇒ Singapore
⇒ Argentina	⇒ Gambia	⇒ Malawi	⇒ Slovakia
⇒ Australia	⇒ Georgia	⇒ Malaysia	⇒ Slovenia
⇒ Austria	⇒ Germany	⇒ Maldives	⇒ South Africa
⇒ Azerbaijan	⇒ Ghana	⇒ Malta	⇒ South Korea
⇒ Bahrain	⇒ Gibraltar	⇒ Mauritius	⇒ Spain
⇒ Bangladesh	⇒ Greece	⇒ Mexico	⇒ Sri Lanka
⇒ Barbados	⇒ Guam	⇒ Morocco	⇒ St Kitts&Nevis
⇒ Belgium	⇒ Guyana	⇒ Myanmar	⇒ Sudan
⇒ Bolivia	⇒ Hong Kong	⇒ Namibia	⇒ Swaziland
⇒ Botswana	⇒ Hungary	⇒ Nepal	⇒ Sweden
⇒ Brazil	⇒ India	⇒ Netherlands	⇒ Switzerland
⇒ Brunei Dar-es-S	⇒ Indonesia	⇒ Nigeria	⇒ Syria
⇒ Bulgaria	⇒ Iran	⇒ Northern Ireland	⇒ Taiwan
⇒ Cambodia	⇒ Ireland	⇒ Norway	⇒ Tanzania
⇒ Cameroon	⇒ Italy	⇒ Pakistan	⇒ Thailand
⇒ Chile	⇒ Ivory Coast	⇒ Peru	⇒ Trinidad,Tobago
⇒ China	⇒ Japan	⇒ Philippines	⇒ Turkey
⇒ Colombia	⇒ Jordan	⇒ Poland	⇒ United Arab Emirates
⇒ Cyprus	⇒ Kazakhstan	⇒ Qatar	⇒ United Kingdom
⇒ Czech Republic	⇒ Kenya	⇒ Romania	⇒ Uruguay
⇒ Denmark	⇒ Kuwait	⇒ Russian Fed.	⇒ USA
⇒ Dominica	⇒ Laos	⇒ Saudi Arabia	⇒ Vietnam
⇒ Dominican Rep.	⇒ Latvia	⇒ Scotland	⇒ Wales
⇒ Dutch Antilles	⇒ Lebanon	⇒ Senegal	⇒ Zambia
⇒ England	⇒ Lithuania	⇒ Seychelles	⇒ Zimbabwe