



<http://www.hongchi.org.hk>

A non-profit organization, dedicated to providing comprehensive services to support people of all ages and with all grades of intellectual disabilities and their families, invites applications for the following position:

Accountant (Ref.: ACT(FIN)/16/05/22/W)

Responsibilities:

- Oversee full set of accounts
- Responsible for financial reporting
- Review the existing internal control system and assist in monitoring financial controls and systems
- Participate in annual budgeting, budgets and quarterly reviews process, and cash flow forecasts
- Ad-hoc projects as assigned

Requirements:

- Degree in Accounting with 5 years' relevant experience preferred
- Knowledge of Oracle etc. preferred
- Well versed with Microsoft Office
- Work Location: Tai Po

Please send the completed Job Application Form (can be downloaded from [https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form\(201906\).pdf](https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form(201906).pdf)) and mark "Confidential & Ref. No." to **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)