



<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:

Assistant Internal Auditor (Ref.: AIA(FIN)/11/04/24/W)

Responsibilities:

- Assist in performing internal audit for service units and schools, so as to ensure compliance with Social Welfare Department and Education Bureau accounting regulations
- Assist in identifying control deficiencies, preparing audit findings and recommendations
- Assist in reviewing existing internal control measures
- Perform ad hoc assignments

Requirements:

- Degree in Accounting, with relevant experience in NGO preferred
- Minimum 3 years' solid audit experience
- Knowledge in IT system audit and Oracle are an advantage
- Independent and good analytical skill
- Excellent command in English and Chinese (written and spoken)
- 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/app_2c_job_application_form_012023.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.)