



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

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Clerk (Ref.: CLK(IVTC-T)/03/05/24/JD)

Responsibilities:

- Handle full set of Accounts such as data entry, accounts payable, accounts receivables, costing, receipt and payments processing
- Prepare monthly reports
- Provide general clerical support on routine accounting matters
- Assist in any other ad-hoc assignments when required

Requirements:

- Form 5 or above
- LCCI Level II or equivalent
- At least 2 years' full set accounting experience
- Proficiency in computer applications, Chinese and English word processing
- Mature, self-motivated, detailed-minded and have high sense of responsibilities
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to ivtc_hd@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.)