



<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

Assistant Accounting Officer / Accounting Officer

(Ref.: AAO/ACO(FIN)/19/06/24/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
- Lower qualification or less working experience may be considered to be appointed as Assistant Accounting Officer
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Finance Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to fin1161@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.)