



<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 (Ref.: AAO(FIN)/10/07/24/JD)

Responsibilities:

- Maintain full set of accounts, proper accounting records and information, handle A/P, A/R, banking transactions, preferably with payroll experience
- Prepare timely month end closing and reporting
- Provide assistance in office administration

Requirements:

- Degree in Accounting, or
- Diploma in Accounting, with 3 years' relevant experience preferred
- Knowledge of Oracle etc. and HR experience preferred
- Well versed with Microsoft Office
- 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.)