



<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](http://www.hongchi.org.hk)

**Assistant Internal Auditor** (Ref.: AIA(FIN)/26/07/24/JD)

In coping with continuous growth and services enhancement, we are currently looking for an internal audit professional to join our auditing team.

**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
- Well versed with Microsoft Office
- Independent and good analytical skill
- Excellent command in English and Chinese (written and spoken)
- Part-time and temporary staff will also be considered
- Work Location: Tai Po

Interested parties please send full resume and expected salary with 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](mailto: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.)*