



<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 Accountant** (Ref.: AAT(FIN)/10/09/24/C)

**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 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](mailto: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.)*