



<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

Senior Accountant (Ref.: SACT(FIN)/26/09/24/W)

Responsibilities:

- Oversee the complete set of financial accounts
- Prepare, review and/or process journal entries and reconciliations, and review work of subordinates
- Support daily operations in the Finance Office, including but not limited to reviewing payment requests and capital expenditures
- Conduct quarterly analyses for adult and school services
- Be responsible for financial reporting and ensure compliance with the Association's financial reporting requirements
- Review the existing internal control system and assist in monitoring financial controls and processes
- Participate in annual budgeting, budgets and quarterly reviews process, and cash flow forecasting
- Undertake ad-hoc projects as assigned

Requirements:

- Degree in Accounting with 8 years' relevant experience preferred
- Experience working in NGO / public utilities is preferred
- Knowledge of Oracle etc. 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 : **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to 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.)