



<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 (Schools)**

(Ref.: AAT(S)(EDU)/18/10/24/W)

#### **Responsibilities:**

- Maintain full set of school accounts
- Prepare timely month-end and year-end reports for schools
- Occasional on-site accounting service support
- Provide assistance in office administration

#### **Requirements:**

- Diploma or above in Accounting, recent graduates may also apply
- Experience in financial management of aided schools an advantage
- Well versed with Microsoft Office and accounting software
- Immediate availability / availability with short notice highly preferred
- Work Location: Tai Po (occasional visits to schools in other districts)

Please send the completed Job Application Form (can be downloaded from <https://www.hongchi.org.hk/en/join-us>) and mark "Confidential & Ref. No." to **Education Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T. or by email to [edu@hongchi.org.hk](mailto:edu@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.)*