



新界婦孺福利會有限公司

Assistant Accounting Officer

Responsibilities

- Handle full sets of accounts;
- Responsible for annual financial reports, audit and company secretarial filing;
- Prepare monthly financial reports and annual budget;
- Prepare financial statements, payment claims, consolidation and forecasting, management reports and analysis;
- Assist in variance analysis and provide commentary to management and reporting;
- Work closely with internal and external parties in gathering information for analysis;
- Assist in the development and implementation of accounting policies, guidelines, procedures, and computerized financial systems;
- Assist in procurement activities, facilities maintenance and general administrative support duties;
- Coaching of accounting staff;
- Participate in ad hoc projects/tasks as assigned.

Requirements

- Tertiary education or above in Accountancy or related disciplines;
- HKICPA, ACCA or equivalent qualifications will be an advantage;
- At least 2 years of solid experiences in NGO accounting and reporting;
- Knowledge in MYOB system will be an advantage;
- Proficient in MS Excel, Word and Chinese Word Processing;
- Strong analytical, interpersonal, report writing and project management skills;
- Well-organized, self-motivated and detail-minded;
- Ability to work independently and under pressure;
- Good command in written and spoken English and Chinese.

Interested candidates, please send your resume, along with date of availability, present and expected salary via recruit@ntwja.org.hk.

Only shortlisted applicants will be contacted. All personal data collected will be used for recruitment purpose only and will be properly disposed after selection.