



中國香港賽艇協會

HONG KONG, CHINA ROWING ASSOCIATION

The Hong Kong, China Rowing Association is now inviting applications for the following post: -

Recruitment Advertisement (20.06.18)

Accounts & Administrative Officer (Job Ref.: AAO)

Jobs Descriptions

- Handle full set of accounts of the Association and prepare related documents and records for accounting and auditing purposes.
- Prepare periodic financial reports and statement of accounts of the Association and its programmes.
- Monitor, review and maintain sound administration procedures basing on the Association's accounting policies and internal control system.
- Regularly review and monitor the financial operations of all programmes.
- Handle and keep all personnel administrative matters related to staff and part-time officials.
- Handle all office administrative work.
- Administer the fixed assets and inventory record of the Association
- Provide quality secretarial support to the senior management.

Entry Requirements

- Grade E / Level 2 or above in 5 subjects including English, Chinese and Mathematics in HKCEE;
- Higher Diplomas in accounting with at least three years solid accounting experience;
- Proficiency in computerized accounting system, MYOB and MS Office applications;
- Experience in handling full set of accounts and work experience in NGOs will be a definite advantage;
- Capable to work independently with good communication, interpersonal, problem solving and analytical skills;
- Immediate available is preferred.

We Offer

Competitive salary range from HK\$18k to HK\$22k per month, 5-day work, MPF, annual leave and medical insurance to the successful candidate. Interested party please apply on or before **6 July 2018** in confidence with full resume, stating present and expected salary, and available date by email to: hkcra@rowing.org.hk (*Please mark the Job Ref. no. on the e-mail header*)

This post is financially supported by the Leisure & Cultural Services Department

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only. All data will be destroyed 3 months after the completion of selection.