

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

### **Recruitment Advertisement (08.07.19)**

#### **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 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 and Chinese in HKCEE is preferable;
- Level II Bookkeeping & Accounts of the London Chamber of Commerce and Industry (LCCI) or equivalent;
- 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\$22k to HK\$25k per month, 5-day work, MPF, annual leave and medical insurance to the successful candidate. Interested party please apply on or before **29 July 2019** in confidence with full resume, stating present and expected salary, and available date by email to: [hkcra@rowing.org.hk](mailto: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.*