

UNESCO Hong Kong Association

Accounts Clerk (6 months)

Duties:

- To handle daily accounting functions including account receivables and payables, payroll, MPF & etc.
- To prepare vouchers and accounts reconciliation
- To support month-end closing (Prepare notes and analysis reports)
- To prepare and file periodic regulatory accounts
- To provide administrative support to the Association and assist in ad hoc projects and assignments

Requirements

- Higher Diploma in Accountancy preferably with LCCI Higher Certificate or above
- Good command in both written and spoken English and Chinese (Cantonese and Putonghua)
- Independent, proactive, positive and able to work under pressure
- Must be proficient in PC (MS Word, Excel, Database, Chinese Word Processing)

Interested parties please send full resume with present and expected salary by email to karmenfung@hiesd.org. All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful. All personal data supplied will be destroyed within 6 months.

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