

Accounting Supervisor / Clerical Officer (Ref: 2400002) Finance Office

The appointee will be responsible for performing a variety of accounting/administrative functions in accordance with standard procedures in general accounting, accounts receivable, fixed assets, budgeting or its related areas in the Finance Office and any other duties as assigned by the supervisor(s).

Applicants for the post of Accounting Supervisor should have a Bachelor's degree in Accountancy or a relevant discipline with at least 2 years of relevant full-time working experience. They should be good at written and spoken English and Chinese; familiar with computer applications including MS Excel (such as VLOOKUP, pivot table, etc.) and Word; and able to be a good team player.

Applicants with a Higher Diploma in accounting or a relevant discipline; or LCCI 2nd level certificate in book-keeping & accounts or above together with a Level 2 or equivalent in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent; and, with a minimum 2 years' working experience in accounting area may be considered as Clerical Officer.

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Accounting Supervisor / Clerical Officer which holds the substantive post of Accounting Assistant / Clerical Officer II in the University.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 23 January 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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