



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at [www.hongchi.org.hk](http://www.hongchi.org.hk)

### **Accountant / Assistant Accountant**

(Ref.: ACT/AAT(FIN)/08/08/25/W)

#### **Responsibilities:**

- Oversee full set of accounts
- Responsible for financial reporting
- Review the existing internal control system and assist in monitoring financial controls and systems
- Participate in annual budgeting, budgets and quarterly reviews process, and cash flow forecasts
- Ad-hoc projects as assigned

#### **Requirements:**

- Degree in Accounting with 5 years' relevant experience preferred
- Knowledge of Oracle etc. preferred
- Well versed with Microsoft Office
- Lower qualification or less working experience may be considered to be appointed as Assistant Accountant
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Finance Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to [fin1154@hongchi.org.hk](mailto:fin1154@hongchi.org.hk)

***\*\*Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis\*\****

*(All data collected will be used for recruitment purposes only.)*