匡 智 會
Hong Chi Association

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

Relief Clerk (IVTC-T) (Ref.: Clerk (IVTC)/23/10/2026/W)

Responsibilities:

- Handle full set of Accounts such as data entry, accounts payable, accounts receivables, costing, receipt and payments processing
- Prepare monthly reports
- Provide general clerical support on routine accounting matters
- Assist in ad-hoc assignments when required

Requirements:

- Form 5 or above
- LCCI Level II or equivalent
- 2 years bookkeeping experience is preferred
- Proficiency in computer applications, Chinese and English word processing
- Mature, self-motivated and detailed-minded
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po or by email to ivtc_hd@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.)