



## Employment Placement Service

<b>Posting Date:</b>	12 January 2018
<b>Company Name:</b>	Hospital Authority
<b>Office:</b>	Finance Division, HA Head Office
<b>Office Job Title:</b>	Finance Assistant (Financial Systems) (Ref.no. HO1801016)
<b>Qualification Required:</b>	<ul style="list-style-type: none"><li>➤ HKIAAT Associate Member / Fellow Member</li><li>➤ Graduate of Accredited Accounting Technician (AAT) Examination</li></ul>
<b>Other requirements:</b>	<ul style="list-style-type: none"><li>➤ University Graduate with working experience</li><li>➤ Degree in Finance, Accounting, Information Management, or equivalent.</li><li>➤ Hands on experience in ERP financial systems.</li><li>➤ Good PC skills in Microsoft Word, Excel, PowerPoint and Access.</li><li>➤ Good command of both spoken and written English and Chinese.</li><li>➤ Good interpersonal and communication skills, self-motivated and able to work independently.</li></ul>
<b>Job Duties:</b>	<ul style="list-style-type: none"><li>➤ Provide support to the operation of ERP financial systems in Finance Division.</li><li>➤ Handle user enquiries and liaise with relevant parties on resolving issues.</li><li>➤ Assist in reviewing proposed system enhancements and coordinate and participate in user acceptance tests (UATs).</li><li>➤ Provide support in user training and documentation such as user manuals and other communication materials.</li><li>➤ Provide administrative and logistic support to meetings, prepare meeting materials and draft meeting notes.</li><li>➤ Perform any other related duties as required.</li></ul>
<b>Remarks:</b>	May be required to work in another work location to meet service needs of the HA.
<b>Working Experience:</b>	At least 1 year of working experience in Accounting or Information Technology.

**Salary:** HK\$18,429 - HK\$21,805 per month

Appointment will be on contract terms for a period of 3 years. 5% of total basic salary as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.

**Mode of Application:** Please submit application online or before 26 January 2018 via website <http://www.ha.org.hk>.

**Enquiry:** 2300 6133

*\*The recruitment information is provided by the above company. Interested parties please contact the company direct for application or more details of the position. The HKIAAT will not be held responsible for the recruitment and the information provided.*