



Employment Placement Service

Posting Date:	22 January 2019
Company Name:	The Hong Kong General Chamber of Commerce
Job Title:	Accounting and Human Resources Officer
Qualification Required:	<ul style="list-style-type: none">➤ HKIAAT Associate Member / Fellow Member➤ Graduate of Accredited Accounting Technician (AAT) / Professional Bridging Examination (PBE)➤ Student of Accredited Accounting Technician (AAT) / Professional Bridging Examination (PBE)
Other Requirements:	<ul style="list-style-type: none">➤ Degree holder (preferably in Finance / Accounting, Human Resources Management or related disciplines;➤ Proactive, self-motivated, detail oriented and organized;➤ Good communication skills and a good team player;➤ High degree of computer literacy in MS office (experience in accounting systems an advantage);➤ Immediate available is preferred.
Job Duties:	<ul style="list-style-type: none">➤ Handle daily and month-end accounting processes;➤ Assist in the preparation of regular financial and accounting reports, schedules, and financial analysis;➤ Assist in treasury, budgeting, audit, and tax reporting;➤ Assist in staff orientation and maintain a library of training resources;➤ Co-ordinate the enrolment, attendance and evaluation of staff training;➤ Prepare regular training reports;➤ Assist in the organization of staff events including CSR activities;➤ Provide administrative support within Human Resources department;➤ Take up other ad hoc duties as assigned.
Work Experience:	At least 2 years' relevant experience
Salary:	HK\$15,000.00 to HK\$19,999.00 per month
Leave & other Fringe benefits:	5 days' work week, flexible working hours, gratuity, life and medical insurance.
Mode of Application:	hr2@chamber.org.hk
Contact Person:	Ms. Celia Lo
Enquiry Number:	2823 1247

**The recruitment information for Accounting and HR Officer position 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.*