



Employment Placement Service

Posting Date:	9 March 2018
Company Name:	Hong Kong Amateur Athletic Association
Job Title:	Accounting Clerk
Qualification Required:	<ul style="list-style-type: none">➤ HKIAAT Associate Member / Fellow Member➤ Graduate of Accredited Accounting Technician (AAT) Examination➤ Student of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)
Other requirements:	<ul style="list-style-type: none">➤ Holder of Associate Degree / Higher Diploma in Accounting / Graduate or student member of HKIAAT;➤ Proficiency in MS Office, Outlook Express and well versed in Chinese Word Processing;➤ Hands on in Accounting Software "MYOB" is preferable;➤ Good interpersonal and communication skills with difference levels, mature, self-motivated, hardworking and willing to learn.
Job Duties:	<ul style="list-style-type: none">➤ Reporting to Accounting and Administration Manager;➤ Responsible for general accounting bookkeeping duties including day-to-day accounting operations;➤ Maintain proper accounting records and filing records;➤ Perform daily accounting operations include A/P, A/R, G/J, general expenses, prepare invoices, vouchers, issue cheques, bank reconciliation and data entry, issue debit note, etc;➤ Assist in month-end closing with schedules;➤ Assist in implementing internal audit programme to ensure compliance with regulations and the laid down policies and procedures by Government Department;➤ Handle Petty Cash reimbursement;➤ Perform ad hoc assignments as required;
Working Experience:	<ul style="list-style-type: none">➤ 1 – 2 years or above relevant working experience (Fresh graduate will also be considered);➤ Working experience in non-profit organization is an advantage.
Salary:	HK\$10,000 – HK\$14,999 per month

Mode of Application: Please apply in writing before 15 March 2018 with full resume, present and expected salary to the Executive Director, Hong Kong Amateur Athletic Association Limited, 24/F, Guangdong Tours Centre, 18 Pennington Street, Causeway Bay, Hong Kong (hr@hkaaa.com).

Contact Person: Mr. Dennis Ng (Executive Director)

Enquiry Number: 2177 2580 / 2177 2609

Remarks: Applicants not invited for interviews by the mid-April 2018, should consider their applications unsuccessful and no further notice will be given.

**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.*