



## Employment Placement Service

- Posting Date:** 9 March 2018
- Company Name:** Hospital Authority
- Office:** Finance Division, HA Head Office
- Job Title:** Executive Assistant I (Treasury) (Ref. No: HO1803006)
- Qualification Required:**
- University Graduates with experience; OR
  - Form 5 / Secondary 5 with:
    - (a) HKCEE 5 passes including English Language (Syllabus B) and Chinese Language; or
    - (b) 5 subjects in HKDSE attaining the level specified below :
      - Level 2 in English Language and Chinese Language; and
      - Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects (subject to a maximum of 2 subjects under this category) / Grade E in Other Language subjects
- AND diploma in Accounting or Finance discipline AND relevant experience.
- Other Requirements:**
- Proficiency in computer applications including Microsoft Office (e.g. Word, Excel, PowerPoint, etc);
  - Exposure to system development / support function;
  - Detail-oriented, responsible, able to meet deadlines and work under pressure;
  - Self-motivated with strong analytical and good interpersonal skills;
  - Good command of written and spoken English and Chinese.
- Job Duties:**
- Reporting to the Corporate Finance Manager I (Treasury);
  - Responsible for treasury activities and the house-keeping tasks of Treasury Unit of Finance Division;
  - Assist in the daily treasury operations such as investment deal execution, settlement, banking arrangement, verification of bank confirmation, reconciliation of system records against bank documents, etc;
  - Perform data analysis and prepare daily operations reports;
  - Assist in carrying out the accounting functions;
  - Assist in the preparation of management reports and presentations;
  - Provide system maintenance support and assist in treasury system enhancement;
  - Carry out day-to-day and ad-hoc administrative duties;
  - Perform any other related duties as assigned by the supervisors.

**Remarks:** May be required to work in another work location to meet service needs of the HA.

**Salary:** HK\$18,429.00 to 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 23 March 2018 via web site <http://www/ha.org.hk> (click careers).

**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.*