



Employment Placement Service

Posting Date:	23 March 2018
Company Name:	Hospital Authority
Office:	Finance Division, HA Head Office
Job Title:	Finance Assistant (Revenue Management) (Ref. No: HO1803010)
Qualification Required:	<ul style="list-style-type: none">➤ HKIAAT Associate Member / Fellow Member;➤ Graduate of Accredited Accounting Technician (AAT) Examination;➤ University Graduates with experience; OR➤ Form 5 / Secondary 5 with:<ul style="list-style-type: none">(a) HKCEE 5 passes including English Language (Syllabus B) and Chinese Language; or(b) 5 subjects in HKDSE attaining the level specified below :<ul style="list-style-type: none">- 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. <p><u>AND</u> Diploma in relevant disciplines e.g. Accounting, Finance, Information System, etc. <u>AND</u> relevant experience.</p>
Other Requirements:	<ul style="list-style-type: none">➤ 1 – 2 years' experience in financial management and financial analysis;➤ Proficiency in computer / PC skills, e.g. Excel, Access, Powerpoint and Word;➤ Good command of both written and spoken English;➤ Self-motivated, strong analytical skills and good interpersonal skills;
Job Duties:	<ul style="list-style-type: none">➤ Assist in daily operations of revenue management, including following up with outstanding cases, answering billing and settlement of related enquiries;➤ Assist in maintaining databases;➤ Assist in preparing data analysis and management reports for review;➤ Perform any other related duties as assigned.
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 on or before **6 April 2018** via website <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.*