



Employment Placement Service

- Posting Date:** 22 June 2018
- Company Name:** Hospital Authority
- Office:** Finance Division, HA Head Office
- Job Title:** Finance Assistant (Accounting Services)
(Ref. No: HO1806017)
- Qualification Required:**
- University Graduates with working 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 both English Language and Chinese Language;
 - 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 in Microsoft Office, including Word, Excel and PowerPoint;
 - At least 1 year of working experience in Accounting or Finance related position;
 - Self-motivated with strong problem solving skills and able to work under pressure;
 - Good interpersonal and communication skills;
 - Good command of both written and spoken English and Chinese.
- Job Duties:**
- Reporting to the Corporate Finance Manager I (Accounting Services);
 - Performing daily accounting functions to support the operations of Samaritan Fund, including handling of receipts, payment transaction processing and other financial accounting duties;
 - Assisting in the preparation of financial information for accountability reporting to various committees and enquiries;
 - Assisting in the system enhancements of the Samaritan Fund Management System;
 - Performing general clerical duties, such as data input, filing and photocopying.

Remarks:	May be required to work in another work location to meet service needs of the HA
Salary:	HK\$18,429.00 to HK\$21,805.00 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 <u>6 July 2018</u> 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.*