



## Employment Placement Service

<b>Posting Date:</b>	28 June 2018
<b>Company Name:</b>	Hong Kong Breast Cancer Foundation Limited
<b>Job Title:</b>	Accounting Officer
<b>Qualification Required:</b>	<ul style="list-style-type: none"><li>➤ HKIAAT Associate Member / Fellow Member</li><li>➤ Graduate of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)</li><li>➤ Student of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)</li></ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"><li>➤ Degree in Accounting or related disciplines;</li><li>➤ Practical knowledge and experience in Flex system is an advantage;</li><li>➤ Proficient in MS Office, esp. Word &amp; Excel, Chinese word processing;</li><li>➤ Good command of written and spoken English, Cantonese and Mandarin;</li><li>➤ Good interpersonal and communication skills, self-motivated and willing to learn;</li><li>➤ Detailed-minded, well organized, responsible; independent and able to meet tight deadline;</li><li>➤ Candidates with less experience or lower academic qualification may be considered as Accounting Assistant.</li></ul>
<b>Work Experience:</b>	Possess at least 3 years' relevant working experience in Accounting, preferably with background of non-profit charitable organization
<b>Salary</b>	HK\$15,000.00 – HK\$19,999.00 per month
<b>Leave and Other Fringe Benefits:</b>	5 days work per week, medical plan, MPF
<b>Mode of Application:</b>	recruit@hkbcf.org
<b>Contact Person:</b>	Rachel Poon

*\*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.*

