



Employment Placement Service

- Posting Date:** 8 September 2017
- Company Name:** Hospital Authority
- Job Title:** Finance Assistant (Budget Planning & Management)
(Ref. No.: HO1709008)
- Qualification Required:**
- HKIAAT Associate Member / Fellow Member
 - Graduate of Accredited Accounting Technician (AAT) Examination
- Other requirements:**
- University Graduates with experience; OR
 - Form 5 / Secondary 5 with
 - (a) HKCEE 5 passes including English Language (Syl B) & Chinese Language; or
 - (b) 5 subjects in the Hong Kong Diploma of Secondary Education attaining the level specified below:
 - Level 2 in English Language & 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 a specialized function AND relevant experience
 - Proficiency in computer applications including Microsoft Office (Access, Excel, Word and PowerPoint)
 - Experience in handling spreadsheet modelling and database management
 - Self-motivated, able to work independently and possess good communication skills
 - May be required to work in another work location to meet service needs of the HA
- Job Duties:**
1. Maintain and update records in finance systems.
 2. Assist in the development and maintenance of various databases.
 3. Provide support in the preparation of management

reports and financial analysis.

4. Provide administrative support to the department, such as filing, records management and computer support.
5. Perform any other related duties as required.

Working Experience: At least 1 year of relevant working experience

Salary: HK\$17,903 to HK\$21,182 per month

Leave and Other Fringe Benefits:

- Selected candidate will be offered either contract or fixed term appointment for 3 years depending on his / her existing employment terms. The offer of salary to serving employees upon changes in appointment will be determined based on the remuneration package / employment terms of the staff concerned and prevailing policies.
- 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.

Enquiry Number: 2300 6968

Remarks: Please submit application online on or before **22 September 2017** via website <http://www.ha.org.hk> (click careers).

**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.*