



Employment Placement Service

- Posting Date:** 13 November 2017
- Company Name:** Methodist Centre
- Job Title:** Finance Manager
- Qualification Required:**
- HKIAAT Associate Member / Fellow Member
 - Graduate of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)
- Other requirements:**
- Degree holder or above in Accountancy, Finance or related discipline.
 - Qualified Member of HKICPA or equivalent is preferable
 - Excellent command of written and spoken English & Chinese
 - Mature, analytical minded, good leadership & interpersonal skills
 - Proficiency in MS Office (Word, Excel & PowerPoint)
- Work Duties:**
- Responsible for financial reporting, budgeting, statutory reporting and treasury to senior management and the Board of Directors
 - In charge of the Accounts Department and other system support on financial matters
 - Formulate and implement financial and internal control policies and procedures
 - Compliance with the requirements of the government and funding bodies
 - Implement ad hoc assignments
- Working Experience:**
- Minimum 5 years post qualification experience of which at least 2 years at supervisory level
 - Experience in Non-governmental Organization is preferable
- Salary:** HK\$25,000 – HK\$30,000
- Mode of Application:** By Post: B1/F.,
22 Hennessy Road,
Wan Chai, Hong Kong
By email: janetlau@methodist-centre.com
- Contact Person:** Ms. Janet Lau
- Enquiry Number:** 2863 5609

**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.*