



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command

The Salvation Army is an international Christian church and charity working in 131 countries and areas and has been serving Hong Kong for over 85 years providing an extensive range of services which spans educational, social as well as Christian. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

Programme Officer, Pre-school Education
Educational Services Department
(Reference No.: PO/ESD/11-19)

Duties:

- Respond to and ensure the fulfillment of Education Bureau's policy requirements
- Assist in managing financial matters and support financial development of Pre-school Education Services (PSES)
- Be responsible for school fee administration
- Be responsible for operation review, set up and improve accounting procedures and workflow systems
- Update and maintain PSES website
- Manage the whole procurement process of materials for PSES (e.g. Books, school bags, etc.)
- Perform any legitimate duties assigned by the supervisor & Head of Department

Requirements:

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Degree holder in Accounting or any disciplines with a certificate in LCCI (level 2)
- 3 years' accounting experience, preferably in Pre-school education setting
- Familiar with Pre-school policies and regulations
- Proficient in using design software including Illustrator, Photoshop and website tool like Frontpage
- Demonstrate good team work and also be able to work independently with good analytical skills
- Good command of both written and spoken English and Chinese

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Group Human Resources Director, The Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number on the envelope or email to career@HKM.salvationarmy.org

All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.