



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.

We are now inviting high caliber candidates to fill the following positions:

Assistant Business Analyst
Finance Department
(Reference No.: ABA/FD/05-19)

Duties:

- Report to and be the back-up support for Senior Business Analyst
- Prepare budget & forecast, variance analysis and management reports
- Conduct KPI analysis to measure operation performance
- Assist in preparing financial analysis and board paper to management to support business decisions
- Business partnering with business units and make use of financial and business systems to establish effective workflows, intelligence reports and system to meet their business needs
- Assist projects on financial system implementation, data migration and business process automation
- Be responsible for financial systems maintenance and act as Super User, e.g. Oracle, iExpense, etc.
- Prepare training documents and provide training to users
- Perform any other legitimate duties assigned by the supervisor and management

Requirements:

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Degree holder with CPA qualification
- Minimum 3 years of relevant experience
- Work experience in audit, consultancy or FMCG is an advantage
- Proficiency in accounting systems and Excel applications. Experience in business systems, e.g. POS, iExpense, Great Plains, inventory ERP is an advantage
- Experience in system implementation and business process automation
- Project management and time management skills
- Good interpersonal and communication skills

- Commercial savvy, self-motivated, independent, responsible and attention to details
 - Proficiency in English and Chinese, both written and spoken. Mandarin is an advantage
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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.