



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

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[HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org)

The Salvation Army is an international Christian church and charity organization operating in 132 countries and areas and has been serving Hong Kong for 90 years providing an extensive range of services including Social Service, Education, Recycling Programme as well as Christianity. 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 professional to apply for the following position:

**Senior Accounts Clerk**  
**Finance Department**  
**(Ref: SAC/FD/09-21)**

**RESPONSIBILITIES**

- Manage the day-to-day financial operation activities and handle full set of accounts
- Verify accuracy of documents, prepare vouchers, general ledger postings, data input and financial analysis
- Prepare month-end closing, prepare financial statements, reconciliation and ad hoc analysis
- Be involved in budgeting process and prepare variance analysis
- Be responsible for internal and external audit, prepare audit schedules
- Be involved in financial system implementation/upgrade project or report automation process
- Be involved in financial policies and process improvement review and implement recommendations
- Provide accounting guidance to clerks at school
- Handle documents filing and archive
- Perform any other legitimate duties assigned by the supervisor and management

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- CPA finalist or Degree in Accounting or Finance or related disciplines
- Minimum 3 years' accounting experience
- Experience in audit, accounting, shared service is an advantage
- Proficiency in accounting system, e.g. Oracle
- Proficiency in O365 applications especially in Excel
- Experience in system implementation or process automation is an advantage
- Good command of English and Chinese (spoken and written), knowledge of Putonghua is an advantage
- Good analytical skills, problem solving and attention to details
- Good time management and able to work under pressure

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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 [hrd.recruit@hkm.salvationarmy.org](mailto:hrd.recruit@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.