



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

This job advertisement is available in English only.
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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 over 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:

Accounts Clerk (for Social Services)
Finance Department
(Ref: AC/FD/11-21)

RESPONSIBILITIES

- Bookkeeping, including preparing vouchers and journal posting, issuing debit/credit notes, data input, verification of source and supporting documents
- Be responsible for payments and receipts
- Prepare month-end closing and Balance Sheet Reconciliation
- Assist in budget preparation and book keeping for projects
- Assist in preparing financial reports and ad hoc financial analysis
- Prepare audit schedules
- Liaise with auditors, suppliers and business units
- Filing & stock-taking
- Backup role for Cashier
- 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
- Five subjects pass in HKCEE/HKDSE including English and Chinese or equivalent
- Minimum 1 year's accounting experience
- Proficiency in accounting system and MS Excel
- Good command of both written and spoken English and Chinese
- Multi-tasking, self-motivated, detail-minded, able to work under pressure and meet deadlines
- A team player with good interpersonal and communication skills

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Acting 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

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.