



救世軍(澳門)
The Salvation Army (Macau)

This job advertisement is available in English only.

For enquiries, please email to _

macau.recruit@hkm.salvationarmy.org

本招聘廣告只提供英文版本

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The Salvation Army is an international Christian church and charity working in 132 countries and areas and has been serving Hong Kong for over 90 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:

Accountant
District Office
(Reference No.: MTSA/DO/02-22)

DUTIES:

1. Responsible for consolidation, cash management and system implementation.
2. Manage chart of accounts.
3. Provide accounting guidance to units regularly.
4. Handle full set of accounts, monthly, quarterly and annual closings.
5. Prepare periodic financial reports, budgetary control, managerial analysis report, audit and profits tax filing.
6. Prepare budget forecasts.
7. Manage balance sheets and profit/loss statements.
8. To streamline, implement and maintain best practices on accounting issues by establish, review and implement financial policies procedures and guidelines for Macau District Office and units based on Macau's relevant laws, prevailing practice and Hong Kong office's policies and procedures.
9. Handle annual stock take and cash count in service unit(s), family store(s) and warehouse(s).
10. To reinforce financial data confidentiality and conduct database backups when necessary.
11. To ensure the Army financial records are booked timely according to the Army accounting guideline.
12. Liaise with external parties, e.g. auditors, bankers, vendors.
13. Supervise subordinate(s).
14. Work closely with and regularly report to HKO Finance Department.

15. Perform any other legitimate duties assigned by the District Officer or management.

REQUIREMENTS:

1. Degree in Accounting/ Finance or related disciplines.
2. Qualified Accountant (CPA/ ACCA) with at least 7 years' relevant experience of which 5 years should be at supervisory level.
3. Good knowledge in accounting, taxation and audit standards/ requirements/ regulations and operational procedures in multinational companies or NGOs.
4. Basic understanding of Macau Labour Law will be an advantage.
5. High proficiency in accounting systems, e.g. Oracle, Yonyou and Excel application is a must.
6. Strong analytical and reporting writing skill.
7. Detail-oriented, well-organized, able to handle multi-tasks and meet tight deadlines.
8. Responsible, self-motivated, patient and able to work independently.
9. Good command in both written and spoken English & Chinese.
10. Immediate available is preferred.

Application Procedure

Please apply with full resume, stating clearly current and expected salary, email to macau.recruit@hkm.salvationarmy.org or send to the **Human Resources Officer, The Salvation Army (Macau), Praceta da Serenidade, No. 79, R/C, AC, Edif. Jardim Hoi Keng, Macau** by quoting applied position on the envelope.

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.