



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 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 a high caliber professional to fill the following position:

Senior Accounts Clerk (for Social Services)
Finance Department
(Ref: SAC/FD/05-22)

RESPONSIBILITIES

- Manage the day-to-day financial operation activities and month-end closing
- Verify accuracy of documents and make necessary calculation, prepare vouchers, postings and data input
- Handle full set of accounts, prepare financial statements and ad hoc management reports/ financial analysis independently
- Perform cash count and bank reconciliation
- Be responsible for internal and external audit and filing of regulatory financial reports
- Be involved in financial system implementation/upgrade project, conduct User Acceptance Test
- Be involved in financial policies and process improvement review and implement recommendations
- Enhance good working relationship with business unit team and give constructive advice where appropriate
- 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
- Diploma or above in Accounting or Finance or related disciplines
- HKICPA Student Member / AAT Member or Student Member / LCC Higher or equivalent
- Minimum 3 years' accounting experience
- Background on Social Services gained from a sizable NGO is preferred
- Experience in audit, accounting, shared service is an advantage
- Proficiency in accounting system, e.g. Oracle and MS Excel
- Good communication skills in 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

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 (SAC/FD/05-22) 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. Applicants not contacted within 3 months may consider their applications unsuccessful. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.