



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:

Payroll Assistant
Human Resources Department
(Ref: PA/HRD/08-22)

RESPONSIBILITIES

- Ensure the payroll operations comply with Army policies, guidelines and procedures, and relevant regulations of HK, Macau and Mainland China
- Be responsible for daily payroll operations including but not limited to handling of salary payment vouchers, updating and maintaining accurate information in the payroll system, managing the retirement schemes for employees, distributing pay slips to employees, etc.
- Assist in preparing and submission of tax reports to Inland Revenue Department
- Assist in reviewing, updating and implementing payroll policies, procedures and guidelines
- Assist in handling system development and enhancement tasks
- Assist in preparing information such as cost projections and analysis, salary budget, etc.
- Assist in preparing regular reports, statistics and analysis as and when required
- Set up and maintain an effective filing system, including electronic systems for records, reports and correspondences
- Assist in organizing staff engagement events and functions
- Perform any legitimate duties assigned by the supervisor and Head of Department

REQUIREMENTS

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma in Human Resources Management, Accountancy or business related discipline
- Minimum 2 years' payroll experience in sizable organization. Experience in human resources and payroll information system, and accounting is preferred
- Knowledge of Employment Ordinance, Provident Fund and MPF & tax regulation is preferable.
- Strong PC skills in using Word, Excel, Access, Chinese Word Processing and web applications. Experience in using FlexSystem is preferable
- Good command of both written and spoken English and Chinese
- Sensitive to confidentiality
- Self-motivated, strong sense of responsibility, detail-minded with accuracy, well-organized, independent, ability to work under pressure and meet deadlines
- A team player with good interpersonal, communication, and problem-solving skills
- Occasional travelling may be required

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **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 **(PA/HRD/08-22)** 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.