



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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如有查詢，請電郵至
RP.Recruit@hkm.salvationarmy.org

The Salvation Army is an international Christian church and charity organization operating in 133 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 a high caliber professional to fill the following position:

Accountant
Recycling Programme
(Reference No.: SA/RP/0014-2022)

RESPONSIBILITIES:

- Be responsible for full-set accounting functions including consolidation
- Prepare the budgets, cashflow projection and management, financial statements, forecasting and monthly management reports and assist units to prepare individual budgets and financial records
- Perform periodic financial analysis, identify irregularities and report to supervisors
- Prepare accounting schedules and reconciliation.
- Tax filing and administration
- Lead and coordinate accounting activities such as annual stock take, petty cash count, etc.
- Liaise with internal and external auditors, bankers and other stakeholders
- Be responsible for annual and project audits
- Regular review and strengthen internal control of the department
- Establishing, reviewing, and implementing financial standards, internal financial policies and procedures/ operation guidelines
- Ensure compliance with internal and external policies, procedures and regulations
- Ensure implementation of audit recommendations
- Perform other legitimate duties assigned by the superior(s)

REQUIREMENTS:

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Accounting/ Finance or related disciplines
- Qualified Accountant (ACCA/ HKICPA) with at least 5 years' relevant full-set accounting experience
- Knowledge of financial accounting, taxation and audit standards.
- Hands on experience in accounting system, e.g. Oracle Financial System and MS Excel
- Proficient in both written and spoken English and Chinese
- Good organizational, communication, and presentation skills
- Good analytical and problem-solving skills with strong sense of responsibilities
- Able to work under pressure and meet deadlines
- Occasional travelling may be required
- Candidates without professional accounting qualification are also be considered

Application Procedure

Please send your full resume, stating clearly current and expected salary, to Senior Human resources Officer, Recycling Programme, **The Salvation Army, Unit 1A, 1/F, Tung Chun Industrial Building, 9-11 Cheung Wing Road, Kwai Chung, New Territories** by quoting reference number (SA/RP/0014-2022) on the envelope or email to RP.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.