



**救世軍** 港澳地域  
**The Salvation Army**  
Hong Kong and Macau Territory

This job advertisement is available in English only.

本招聘廣告只提供英文版本

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如有查詢，請電郵至

[HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org)

The Salvation Army is an international Christian church and charity working in 133 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.

Qualified persons are invited to apply for the following position:

**Temporary Accounts Clerk (6 months contract)**  
**Finance Department and Human Resources Department**  
**(Ref: TAC/FD&HRD/03-23)**

**RESPONSIBILITIES**

- Assist in preparing and submission of salaries tax return to Inland Revenue Department
- Maintain an effective filing system, including electronic systems for records, reports and correspondences
- Handle day-to-day accounting and financial operations, bookkeeping, month-end closing, balance sheet reconciliation, and annual accounts
- Assist in preparing periodic financial analysis, identify irregularities and report to supervisor
- Prepare vouchers and journals, and be responsible for financial system data input, verification of source and supporting documents, etc.
- Handle payments and receipts, issue debit/credit notes, filing and archiving
- Support accounting activities such as annual stock take (if any), petty cash count, etc.
- Communicate and collaborate closely with other departments and units on all finance and operational matters
- Perform any other legitimate duties assigned by supervisor

**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
- LCCI level 2
- 1 year's relevant experience
- Proficient in accounting systems 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 **Human Resources Manager, The Salvation Army Hong Kong and Macau Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (TAC/FD&HRD/03-23) on the envelope or email to [HRD.recruit@hkm.salvationarmy.org](mailto: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.*