



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

This job advertisement is available in English only.
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如有查詢，請電郵至
HRD.recruit@hkm.salvationarmy.org

The Salvation Army is an international Christian church and charity working in 134 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 professionals to apply for the following position:

Accounts Clerk (for Social Services)
Finance Department
(Ref: AC/FD/03-24)

RESPONSIBILITIES

- Handle day-to-day accounting and bookkeeping works
- Prepare vouchers and journals, and be responsible for financial system data input
- Assist in preparing budgets, cashflow, financial statements, reports and analysis, accounting schedules and bank reconciliation
- Handle payments and issue cheques
- Handle receipts and issue debit/credit notes
- Support annual stock take or petty cash count and project audits
- Perform any other legitimate duties assigned by supervisor

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma in Accountancy or related discipline with 1 year of working experience, or
- Five subjects pass in HKCEE/HKDSE including English, Chinese and Maths or equivalent with 3 years relevant experience
- LCCI Level 2 or above
- Good command of both written and spoken English and Chinese
- Proficient in accounting systems e.g. Oracle Financial System and MS Excel
- 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 (Ref: AC/FD/03-24) 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.