



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

**Senior Accounts Clerk**  
**Finance Department**  
**(Ref: SAC/FD/05-24)**

**RESPONSIBILITIES**

- Manage day-to-day accounting and financial operations and month-end closing
- Verify the accuracy of documents and make necessary calculations, prepare vouchers, journals, postings and data input
- Assist in handling full set of accounts, preparing budgets, cashflow management and financial statements and ad hoc management reports/ financial analysis independently
- Perform cash count and bank reconciliation
- Handle receipts and issue debit/credit notes, payments and issue cheques
- Assist in internal and external audit and filing of regulatory financial reports
- Assist in financial system implementation/upgrade project, conduct User Acceptance Test
- Enhance good working relationships with different units/departments and give constructive advice where appropriate
- Perform any other legitimate duties assigned by supervisor

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma in Finance or Accounting or related disciplines
- At least 3 years relevant experience
- LCCI Level 3 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: SAC/FD/05-24)** 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. 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.*