



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

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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:

**Assistant Accountant**  
**Finance Department**  
**(Ref: AAT-E/FD/05-24)**

### **RESPONSIBILITIES**

- Assist in full set accounting, including but not limited to month-end closing, annual accounts and relevant reports;
- Maintain accurate accounts, verify and review vouchers and journals for delegated units of the Salvation Army;
- Supervise and review accounting schedules and reconciliation;
- Assist in preparing budgets, cashflow projection and management, financial statements, forecasting and monthly management reports;
- Support accounting activities such as prepare annual stock take guidelines, petty cash count guidelines, etc.;
- Liaise with internal and external auditors, bankers and other stakeholders for annual and project audits;
- Ensure compliance with internal and external policies, procedures and regulations, implementation of audit recommendations;
- Perform any other legitimate duties assigned by supervisor(s).

### **REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Associate Degree /Higher Diploma in Accounting/ Finance or related disciplines
- Student member of HKICPA / ACCA / CPA Australia or equivalent.
- Minimum 4 years' relevant experience in accounting, tax or audit field.
- Hands on experience in accounting system, e.g. Oracle Financial System and MS Excel is desirable
- Good command of both written and spoken English and Chinese
- Well-organized and detail-minded with strong sense of responsibilities
- Good analytical, problem-solving and time management skills. Able to work under pressure and meet deadlines.
- Occasional travelling may be required

### **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: AAT-E/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.*