



救世軍(澳門)
The Salvation Army (Macau)

This job advertisement is available in English only.

For enquiries, please email to _

macau.recruit@hkm.salvationarmy.org

本招聘廣告只提供英文版本

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The Salvation Army is an international Christian church and charity working in 131 countries and areas and has been serving Hong Kong for over 85 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 candidates to fill the following positions:

Assistant Accountant
District Office
(Reference No.: MTSA/MDO/01-24)

DUTIES:

1. To handle full set of accounts report independently.
2. To handle general accounts work, e.g. accounts payable, receivable, bank reconciliation, internal reconciliation.
3. To prepare budget reports.
4. To monitor and reconcile finance related report, e.g. balance sheets and profit/loss statements of Macau units.
5. To assist District Officer on monitoring income and expense of Macau units.
6. To prepare monthly, quarterly and annual report and to handle annual audit report.
7. To liaise with external parties, e.g. auditors, bankers, vendors.
8. Perform any other legitimate duties assigned by the District Officer or management.

REQUIREMENTS:

1. Degree holder in Finance or Accountancy.
2. Student member of CPA.
3. Familiar with relevant ordinances in Macau.
4. Proficiency in accounting systems and MS Excel.
5. Good command in both written and spoken English & Chinese.
6. Responsible, self-motivated, patient and able to work independently.
7. Experience in NGO will be an added advantage.
8. Immediate available is preferred.

Application Procedure

Please apply with full resume, stating clearly current and expected salary, email to macau.recruit@hkm.salvationarmy.org or send to the **Human Resources Officer, The Salvation Army (Macau), Praceta da Serenidade, No. 79, R/C, AC, Edf. Jardim Hoi Keng, Macau** by quoting applied position on the envelope.

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.