



香港中華基督教青年會
Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

會計文員 Accounting Clerk (Hospitality)

Ref: ACKFIN/12/24

Responsibilities:

- Perform routine accounting works includes voucher entry and banks reconciliation
- Perform match and check & appropriate approvals before processing invoices for payment settlement
- Assist in month-end closing & prepare monthly audit schedules and internal reports
- Assist in stocktaking & fixed assets physical counting
- Undertake ad hoc duties as assigned

Requirements:

- Level 2 or above in 5 subjects including Chinese and English Language and Mathematics in the HKDSE / HKCEE, or equivalent
- Diploma in Finance / Accounting is an advantage
- Minimum 2 years of relevant experience, with hotel experience is preferred
- Proficient in MS Office with knowledge in SAP System would be an advantage
- Good in written and spoken English and Chinese
- Work Location: Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity/paternity leave, study subsidy and medical insurance to the right candidate. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to recruit@ymca.org.hk **on or before 16th December, 2024.**

(All information provided will only be used for recruitment related purpose.)