

Finance Officer (Contract) (Job ref: FOC-2420-HKAAA)

The incumbent will be deployed to Finance, Information Technology and Administration department:

Responsibilities:

- To support general accounting and finance duties in HKADC's Finance Team, including but not limited to checking and verification of payment, records keeping and journals entries;
- Support the financial operations of Grants payments, Arts Space and Arts Center;
- Assist to update payments registers and development of New Accounting System;
- To undertake any ad ho duties as assigned.

Requirements:

- Tertiary education in accounting discipline;
- Students member of Professional Accounting bodies is highly preferred;
- Minimum 3 years relevant working experience;
- Good command of English, Fluent in Chinese (Cantonese);
- Good communication skill and team works;
- Proficient in Excel or any accounting software;
- Friendly and pleasant.
- Candidate with less experience and qualification will be considered as Finance Assistant

Successful candidate will be offered a 12-month contract. Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **24 May 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised

HKADC is an Equal Opportunities Employer