



**Position Available:
Administration and Account Officer**

Key Job Responsibilities

- Perform general accounting tasks, including general ledger operations, journal entries, bank reconciliations, account payable and receivable;
- Prepare periodic financial reports for Company's productions and assist the auditing process;
- Maintain balance sheets and monitor expenses are within budget;
- Manage office operations and daily correspondences, including scheduling, administration, website, database, etc.
- Support Company's production administration;
- Perform other duties as assigned.

Candidate's Requirements

- Form 5 graduate with experience in bookkeeping and administration;
- Interests in arts and culture, experience in arts administration is preferred.
- Team player with excellent time management and organizational skills;
- Strong sense of responsibility, ability to work independently and meet deadline;
- Good interpersonal communications skill and supportive working attitude;
- Good written and verbal language skill in both English and Chinese;

Company Description

A registered charity, Tang Shu-wing Theatre Studio is selected as one of the only three Eminent Arts Groups supported by Hong Kong Arts Development Council. Being a centre for theatrical research and creation, the Studio is dedicated to promote a better quality of life to the public through their experience in participation of performing arts. Having physical theatre and minimalist aesthetics as its artistic direction, the Studio has a vision to bring new paths to the Hong Kong theatre. It aims at creating long-running productions, showcasing the unique culture of Hong Kong and at the same time exploring potentials to operate independently in the market. We also hope to facilitate cultural exchange, so that the theatre of Hong Kong will be given a proper place on the world stage. The Studio is open to cooperate with any organizations or individuals who share the same vision as ours.

Applicants should send an up-to-date resume to myratam@tswtheatre.com by 28 June 2019. The Studio would like to thank all applicants for their interests, but advise that only candidates shortlisted for interviews will be notified of the result of the application.



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the HKADC's "Eminent Arts Group Scheme"