

Accountant

(12-month contract with a possibility for renewal)

Application deadline: 30 Jun 2026

Established in 2008, The Absolutely Fabulous Theatre Connection (AFTEC) is an award-winning charity that firmly believes in the power of the arts to inspire, motivate and transform, and use an integrated arts-in-education approach to enhance education and encourage creative learning. Our unusual creative learning programmes offer space for imaginative individuals looking for exciting and different perspectives on the arts. Our work is game-changing and has been recognised locally and abroad.

We are keen to locate an effective Accountant to perform administrative and financial duties to support us in powering the city towards creative learning and arts education alongside local and international professionals across multiple sectors.

Duties include:

- Keep and maintain a neat and accurate financial record using MYOB
- Work closely with project managers and auditor in preparing financial statements and audit reports for sponsors and the company audit
- Work closely with the Head of Administration in administrative duties, such as payroll, MPF, tax filing, insurance, and staff leave record
- Maintain proper accounting controls, documentation, and compliance with internal policies and funding guidelines
- Perform other accounting and office administration duties

Attributes for the successful candidates include:

- Permanent HK resident
- Degree holders in Accounting, Finance, or related fields
- Minimum 5 years of relevant experience, preferably in NGO/non-profit sector
- Proficiency in MYOB and/or other accounting software, and Microsoft Office applications
- Passion for making social impact
- Good communication, interpersonal, organisation and analytical skills
- Self-motivated and detail-minded, able to work independently and multi-task
- Good command of spoken and written English and Chinese
- Able to prove impeccable trustworthiness

Interested candidates please send your resume stating the date available, current and expected salary, and a cover letter outlining skills and experience relevant to the position. Applications can be sent by email to calvinco@aftec.hk. Shortlisted applicants will be invited for an interview within 4 weeks.

(Applicants not invited for interviews within 2 months may assume their applications are unsuccessful. Information provided will be treated with strict confidence, used and retained for recruitment purposes only.)

Enquiries: 2520 1716

www.aftec.hk