

## **Finance Officer (Job Ref: FO-2547-HKAAA)**

### **Main Duties:**

- Responsible for payment control, financial controls, banking as well as any other finance or accounting task to ensure smooth operations of Finance & Administration department;
- Process payment and prepare accounting voucher;
- Assist in preparation of schedules for year-end closing exercise;
- Assist in consolidation of ADC and ADF accounts, accounting systems development and testing;
- Undertake any other assignments as assigned by Finance & Administration Director and Finance Manager.

### **Requirements:**

- Degree holder in accounting or other business disciplines, and/or Finalist of Professional Accounting bodies (eg. ACCA/ HKICPA);
- A Minimum 6 years relevant working experience;
- Good command of English, Fluent in Chinese (Cantonese);
- Proficient in Excel and/ or Power BI is highly preferred;
- Proven track records in using market- leading accounting software is a plus;
- With a friendly and pleasant character who is also a good communicator and team-player.

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](mailto: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 **11 December 2025**. 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 of unsuccessful candidates will be destroyed in 16 weeks after the closing date. 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.