善導會 SideBySide

誠聘合約職位

Accountant (Wan Chai) (Ref : Acct / FD)

Key Responsibilities

- Ensure adherence to financial policies and control requirements set by various funding bodies, maintaining compliance across all projects;
- Perform reconciliation of project-related income and expenditures, verifying accuracy and resolving discrepancies;
- Coordinate and manage project audits, ensuring timely submission and accurate documentation in line with funder-specific deadlines;
- Track and monitor grant disbursements, ensuring timely receipt and proper allocation of funds from donors and government agencies;
- Review and process monthly payroll, ensuring accuracy in salary allocation and timely reporting; and
- Assist in formulating and implementing financial strategic plans.

Requirements

- Bachelor degree in Finance or Accounting, or related field;
- Member of Certified Public Accountants of Hong Kong Institute of Certified Public Accountants (HKICPA) or equivalents;
- More than 3 years of relevant experience;
- Be a computer literate and a self-starter;
- Good interpersonal and communication skills with strong analytical mind, be resourceful and capable to meet tight deadlines and new challenges under pressure;
- Ability to multi-task and work effectively, professionally and tactfully with all levels of staff, as well as the outside companies, public agencies, funders and service providers;
- Prior experience in handing projects in non-governmental organisations is an advantage; and
- Fluent in English and Cantonese.

本會提供之員工福利，包括進修津貼、住院及門診醫療計劃，工作滿五年後可獲額外僱主強積金供款等。應徵者***請致函註明申請職位和工作地區***，並附詳細履歷、要求待遇和到職日期，電郵至 recruit@sidebyside.org.hk。

人才正籌

(申請人所提供的資料將予保密及只作有關招聘用途)

註冊機構: 香港善導會 (本會為註冊擔保有限公司)