

Senior Accountant

The Job

- To supervise Accounting Officers/Assistants in daily accounting and finance operations, consolidate and deliver monthly financial reports & analysis.
- To handle full set of account.
- To perform cash flow management.
- To assist in budget preparation and financial planning.
- To assist in preparing statutory audited financial statements and statutory filing.
- To assist in preparing Board and Committee papers and reports.
- To assist in establishing/reviewing departmental policies and procedures to improve operational efficiency.
- To liaise with internal and external parties such as banks and auditors on financial and accounting issues.
- To manage the funding projects in accordance with finance and corporate governance.
- To ensure operation process and procedures are in compliance with the Foundation's policies and statutory accounting requirements of the HKSAR.
- To perform other ad hoc duties as assigned by department head.
- To perform outdoor duties as and when necessary.

The Candidate

- Degree in Accounting or related disciplines
- At least 5 years' relevant working experience in accounting/auditing, preferably gained from non-profit charitable organisations
- Practical knowledge and experience in Flex system operations would be advantageous
- Detailed-minded, well organised, responsible, independent and able to meet tight deadline
- Proficient in MS Office, especially Word, Excel and Chinese word processing
- Good command of written and spoken English and Chinese

- **Immediately available is highly preferred.**

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.