

Accounting Assistant

The Job

- Prepare journal entries and perform data entry.
- Handle payments (issuing cheques, expenses claim and reimbursements of petty cash and perform bank reconciliation.
- Record receipts of funding, prepare and issue receipts.
- Assist in preparation of monthly closing and related schedules for management reports and year-end audit.
- Perform clerical functions to support supervisors.
- Assist in year-end audit and ad-hoc assignments.
- Perform outdoor works when necessary.

The Candidate

- LCCI Higher or AAT or Diploma holder or above in Accounting, Finance or business-related disciplines
- Minimum 1 year's relevant working experience, preferably gained from NGO.
- Experience in handling full set of accounts will be a definite advantage.
- Proficient in MS Office.
- Practical knowledge and experience in Flex system operations is an advantage.
- Good communication skills in both English and Chinese.
- Well-organised, detail-minded, responsible and able to meet tight deadline.
- Willing to work overtime if occasionally required.
- **Immediately available is highly preferred.**

To Apply

If you are interested in this position and meet the requirements outlined above, please send your application stating your current and expected salary, and date of availability to recruit@hkbcf.org on or before **23 December 2025**.

Please note that all information collected will be used for recruitment purpose only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.