

Caritas-Hong Kong is a Catholic charitable agency which provides, among others, multi-service social welfare/ services to needy people of Hong Kong. The following vacancies are available under the Finance Office.

Finance Office

Accounting Assistants

Responsibilities

Reporting to Senior Accounting Assistant, the incumbent is expected to:

- Perform data entry, book keeping and general accounting work, e.g. preparation of journals, account analysis, bank reconciliation, etc.
- Provide administrative support and participate in other ad hoc projects as required

Requirements

- Grade E / Level 2 / “Attained” or above in 5 subjects of HKCEE / HKDSE, including HKCEE English Language (Syllabus B) / English Language, Chinese Language and Mathematics
- Preference will be given to candidates with accounts experience
- Self-motivated, independent, willing to learn, and able to work under pressure and meet deadlines
- Proficient in MS Office (Excel & Word) and Chinese Word Processing
- Experience in using accounting system is preferred but not essential
- Immediate availability is highly preferred

Location

Caine Road, Central

Salary

Salary will be commensurate with qualifications and experience.

Interested candidates who meet the above requirements may send their resume with date of availability and expected salary to Mr. Sunny Chau (**fo_recruit_common@caritas.org.hk**).

(The personal data of applicants will be treated strictly confidential and used exclusively for recruitment-related purpose.)