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**Accounting Assistant / Account Clerk**

The Accounting Assistant / Account Clerk will support the Accounting & HR Manager in all accounting processes, and other duties as required. He/she will assist the Manager for day-to-day accounting operations including preparing vouchers, accounts receivable, accounts payable, issuing invoices, cheque, bank-in, data entry and filing, and other duties such as procurement processes and handling payroll matters etc. He/she will also assist in preparation of monthly management reports and audit.

**REQUIREMENTS**

* Diploma in Accounting or related disciplines.
* 1-2 years relevant accounting experience / Fresh graduates are welcome.
* Good communication and interpersonal skills, able to multi-task.
* Strong sense of responsibility, detail-oriented and self-motivated.
* Good command of spoken and written English and Chinese.
* Proficiency in MS Office and Chinese word processing.
* Immediately available is an advantage.

**Terms of Appointment**

# Appointment will be made on a two-year fixed-term contract. Contract may be extended at the end of two years with satisfactory performance. Salary offered will be commensurate with qualifications and experience. Fringe benefits include:

* Medical benefits
* Annual Leave
* Mandatory provident fund
* End of contract gratuity

# **Application:**

Please send your application together with a CV, availability, and expected salary to the HR Manager, Extension and Continuing Education for Life (EXCEL), quoting “AA EXCEL” at the Subject to [hr.excel@hkapa.edu](mailto:hr.excel@hkapa.edu)**. Applications are open until the post is filled.**

EXCEL is an equal opportunity employer.

*Personal data collected will be used for recruitment-related purposes only.*

**會計助理 / 會計文員**

會計助理 / 會計文員負責協助會計及人力資源經理處理所有會計相關的工作，並按需要執行其他職責。他/她將協助經理處理日常的會計工作，包括準備憑證、應收及應付賬款、開具發票、支票、銀行相關事宜、資料輸入以及其他職責，如採購和處理薪酬等。他/她還需協助準備每月的財務報表和每年的審計工作。

**應徵者須**：

• 會計或相關學科的文憑。

• 1-2年相關會計經驗/歡迎應屆畢業生。

• 良好的溝通和人際交往技巧，能夠同時處理多項任務。

• 有責任感，注重細節，自我激勵。

• 良好的中英語表達和書寫能力。

• 精通MS Office和中文文字處理。

• 能立即上班者優尤佳。

**聘用條款：**

受聘者以合約形式聘用，合約為期兩年。如受聘者在合約期內工作表現和行為持續良好，則可獲續約。起薪點視乎學歷及經驗而定。福利包括：

• 醫療福利

• 年假

• 強制性公積金

• 約滿酬金

**申請方法：**

請將您的申請連同履歷，可上班日期和期望薪酬電郵至hr.excel@hkapa.edu並在主題中註明 “AA EXCEL” 致Extension and Continuing Education for Life (EXCEL) 的人力資源經理。申請開放直到職位填滿為止。

*EXCEL是平等機會的僱主。收集的個人資料僅用於招聘相關用途。*