

Clerk, Accounting (Part-time)

Responsibilities:

- Archive and file all vouchers
- Prepare voucher files for project audits
- Check petty cash vouchers
- Prepare accounting entries (Cheque Requisition Form, Receipt Voucher, Journal Voucher, Transfer Voucher, Debit Note)
- Issue and distribute payments, and acknowledge receipt
- Issue receipts (Debit Note, General Receipt, Donation Receipt, Workshop)
- Count donation box and prepare bank-in documents
- Update monthly bank balance and prepare bank reconciliation
- Update monthly accounts receivable record
- Issue cheques and acknowledge receipt
- Pack accounting documents for storage and update storage record
- Act as main contact with Admin team for delivery and pickup
- Carry out any other tasks assigned by the Team Head

Requirements:

- Diploma or higher level in Accounting or relevant disciplines
- 1 year accounting experience; preferably in NGO / social service sector
- Proficient in Microsoft applications including Word, Excel and PowerPoint
- Experience in using accounting software (eg. MYOB, etc.)
- Good command in English and Chinese
- Self-initiative and detail-minded, able to work independently to meet deadlines
- Good team player with positive thinking, proactive attitude and well-organized

Please apply with full resume and covering letter, stating present and expected salary together with available dates to the Manager, HR & Administration, Arts with the Disabled Association Hong Kong, 4/F Causeway Bay Community Centre, 7 Fook Yum Road, Causeway Bay, Hong Kong or via email to ada2@adahk.org.hk on or before 28 Oct 2026.

Applications will be treated in strict confidence, all collected information is for this recruitment purpose only.