

## **Finance Senior Officer** (Job ref: FSO-2450-HKAAA)

The incumbent will be deployed to Finance, Information Technology and Administration department:

### **Responsibilities:**

- Responsible for payment control, financial controls, bankings, Treasury management and other finance/accounting tasks to ensure smooth operations of our organization;
- Assist in preparation of schedules for month-end and year-end closing exercise;
- Assist in consolidation of ADC and ADF accounts, accounting systems development and testing;
- Supports the financial tasks for Arts Space and Arts center;
- Undertake any other assignments as assigned by FIAD.

### **Requirements:**

- Higher Diploma holder or equivalent in any business discipline;
- Semi-finalist of Professional Accounting bodies is highly preferred;
- Minimum 8 years relevant working experience for Senior Officer, applicants with lesser working experience may be offered the post of Finance Officer;
- Good command of English, Fluent in Chinese (Cantonese);
- Good communication skill and team works;
- Proficient in Excel and/or any accounting software;
- Friendly and pleasant.

**[Remark: *The applicants of Senior Officer may also be offered the post of Finance Officer after mutual agreement. Please specify in your email or application letter if you DO NOT accept such arrangement*]**

Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** ([hrrecruit@hkadc.org.hk](mailto:hrrecruit@hkadc.org.hk)) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **28 November 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised

**HKADC is an Equal Opportunities Employer**