香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organisation committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following post:

Accounting Assistant / Clerk

Job Description:
- Handle full set of accounts of departments, prepare vouchers and general ledger
- Perform daily accounting routines such as handling invoices, payment, receipts and filing
- Perform in month-end closing processes and preparation of monthly schedules
- Perform in year-end audit
- Perform some outdoor work (cheque bank-in and posting in needs)
- Perform daily office in administrative duties & ad hoc assignment
- Ensure compliance with Government and funding bodies' requirements, prepare funding requests and related financial reports
- Communicate with different departments on finance-related operational issues

Qualifications:
- Diploma or above in Accounting or equivalent
- Min. 2 years of related work experiences, good analytical mind
- Experience in Flex Accounting System is preferred
- Proficient in MS Office applications (Excel, Word and Chinese Word Processing)
- Self motivated, good team player and good communication skills
- Able to work independent and under pressure

This is a contract post, renewable on a yearly basis.

Please apply before **13 June 2024** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements.

Applications can be sent by mail to the Human Resources & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

The HKAF is committed to equal opportunity employment.
(All personal data collected will be used for recruitment purposes only.)