



THE HONG KONG PHILHARMONIC SOCIETY LTD

Administration & Finance Officer

Providing administrative and finance support to the Administration and Finance Department, the Officer will perform the following duties:

Key Responsibilities

- Perform daily accounting operations including AR, AP & GL;
- Assist in the preparation of financial reports and analysis;
- Process invoices, receipts and vouchers;
- Assist in overseeing day-to-day office administrative activities; and
- Ad-hoc duties as required by the Administration and Finance Department.

Attributes

- Diploma or above in Accounting, HR or Business Administration with 1-2 years' relevant working experience
- Well-organized, efficient, motivated and detail-oriented;
- Strong organizational skills with the ability to multitask and prioritize tasks effectively;
- Pleasant personality with excellent communication and interpersonal skills;
- Proficiency in using office software and tools, including MS Office Suite (Word, Excel, PowerPoint) and accounting software;
- Fluency in English and Chinese, including Mandarin;
- An interest in and knowledge of classical music will be an added advantage;
- Fresh graduate will also be considered;
- Immediately available is preferred.

Applicants should send a detailed resume with current and expected salaries to hr-adm@hkphil.org.

Application deadline: 21 October 2024. All applications will be treated in the strictest confidence. Previous applicants need not re-apply.

<http://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)