

# Hong Kong Gaudeamus Dunhuang Ensemble (HKGDE) 香港天籟敦煌樂團



## Job Description – Human Resources & Account Officer 人力資源及財務主任

Hong Kong Gaudeamus Dunhuang Ensemble (“HKGDE”) was founded in 2018. Combining the Principles of respect and inheritance of Dunhuang culture with a purpose of education, we attempt to recreate and enliven musical scenes from over a thousand years ago in the paintings within the Dunhuang grottoes through our interpretation and academic cooperation of ancient Chinese music, in order to enhance and promote the Dunhuang culture and beyond.

香港天籟敦煌樂團於2018年成立，本著以人為本的教育理念及尊重、承傳文化的精神，以「行者」之心作樂，古樂新詮、古譜入音，致力通過敦煌古樂演繹及教育課程，弘揚敦煌文化和藝術。

We are recruiting a Human Resources & Account Officer who is passionate to promote our above mission and lead a group of talented young musicians to reach new heights.

本團現招聘「人力資源及財務主任」職位，希望對本團理念認同，願意共同傳承中華文化、帶領一班有天賦、有才能的年輕音樂家取得更好發展的候選人加入我們。

### Job Description

- Handle full set of accounts;
- Perform general accounting duties;
- Responsible for daily reports and reconciliation;
- Deal with bill payments;
- Prepare annual budget and forecasts;
- Perform recruitment activities including job posting, screening candidates, arranging interview, conducting interview and staff on boarding;
- Assist in any other ad hoc duties assigned.

### 職責

- 處理完整的帳目；
- 執行一般會計職責；
- 負責日常報告和對賬；
- 處理各類帳單支付；
- 準備年度預算和預測；
- 執行招聘活動，包括發佈職位、篩選候選人、安排面試、進行面試和員工入職；
- 協助完成分配的其他臨時職責。

### Requirements:

- Diploma in Accounting or LCCI Higher or equivalent;
- Relevant working experience is preferred;
- Excellent inter-personal skills with dedication, detail-oriented, and a good team player;
- Hardworking, initiative and able to work under pressure
- Proficient with MS Office
- Immediately available preferred.

### 入職條件及要求:

- 持會計文憑或LCCI證書或同等學歷；
- 有相關工作經驗者優先考慮；
- 具備出色的人際交往能力，注重細節，團隊合作能力強；
- 勤奮、積極主動，能夠在壓力下工作；

- 熟練使用MS Office；
- 能夠立即到崗者優先考慮。

**Working hours / 工時：**5-day work 一周五天工作

\* Many activities overseen by the General Manager take place on weekends and public holidays. Time off can be taken in lieu of such irregular overtime work.

\* 籌辦演出或教育項目期間或需不定時/周六/假日工作，如需超時工作會以補假作為補償

**Application**

Any interested party should apply with a cover letter, full resume and a one-page introduction. Such information should be sent to: [enquiry@gde.com.hk](mailto:enquiry@gde.com.hk).

\* Personal data collected will be treated in strictest confidence and will only be used for HKGDE recruitment purposes.

**申請需知**

應徵者請將個人履歷、1頁的個人簡介及其他相關機構的推薦信電郵至[enquiry@gde.com.hk](mailto:enquiry@gde.com.hk)。

\* 申請者所提供的資料將予保密及僅作行政內部使用。

查詢 Enquiry：2885 2698 / [enquiry@gde.com.hk](mailto:enquiry@gde.com.hk)

網址 Website：[www.gde.com.hk](http://www.gde.com.hk)