

## Accounting Assistant / Clerical Officer II (Ref: 2201162) Finance Office

The appointee will be responsible for performing various accounting functions in accordance with standard procedures in Finance Office, including data gathering and processing, accounts payable and payment processing, preparation of review reports, provision of clerical support, and handling of any other duties as assigned by the supervisor.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent; and LCCI 2nd level certificate in book-keeping & accounts or above, with a minimum of 2 years' working experience in accounting area. Applicants with a Higher Diploma or above in Accounting or a relevant discipline are preferred. Applicants with a Bachelor's degree in Accountancy or a relevant discipline with at least 1-2 years of relevant full-time working experience in accounting area may be considered for the post of Accounting Assistant. They should have excellent PC skills in MS Excel and Word; hands-on experience in Oracle financial systems or other similar financial/accounting systems; high proficiency in both English and Chinese; and the ability to be a good team player.

---

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 17 November 2022, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**