

Clerical Officer II / Accounting Assistant (Ref: 2201250) Finance Office (Payroll Section)

The appointee will be responsible for performing a variety of accounting/administrative functions in accordance with standard procedures in general accounting, payroll and payment or its related areas in the Finance Office.

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 2 years of relevant work experience may be considered for the post of Accounting Assistant.

Applicants should be good at written and spoken English and Chinese; familiar with computer applications including Microsoft Word, Excel (such as VLOOKUP, pivot table, etc.) and PowerPoint; and able to be a good team player. Experience in ERP system operation and payroll are definitely advantages.

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 on or before **8 December 2022**. 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/jobsopp/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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