

Accounting Supervisor / Clerical Officer (Ref: 2600090) Finance Office

The appointee will perform general accounting works, treasury functions and provide financial support to faculties, academies and departments of the University.

Responsibilities:

- Perform general accounting works and clerical duties as assigned, including but not limited to daily accounting operations, journal preparation, budget clearance, month-end and year-end closing exercises, annual budget exercises, reporting and analysis, etc.;
- Prepare daily cash management, bank administration and related financial activities for Treasury functions;
- Prepare statement of account for funding bodies;
- Handle full sets of accounts for internal grants;
- Provide secretarial and clerical support (such as data inputting and filing); and
- Any other accounting duties as assigned.

Applicants should have a Bachelor's degree in Accountancy or a relevant discipline with at least 2 years of relevant working experience in accounting area. They should be good at written and spoken English and Chinese, strong computer skills including MS Word and Excel. Applicants should be self-motivated and a good team player. Experience with Oracle financial system and a student member of a professional accounting body are a plus. Candidates with tertiary education may be considered for the position of Clerical Officer.

Shortlisted candidates will be invited to attend a computer application and written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Accounting Assistant / Clerical Officer II in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **4 March 2026**. 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.

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

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