

Accounting Supervisor (Ref: 2600940) **Finance Office**

The appointee will be responsible for performing a wide range of accounting and administrative functions within the Finance Office in accordance with standard procedures, including financial accounting, management accounting, project control, costing exercises, ad hoc financial analyses, other routine accounting duties, and providing administrative support for various Finance Office functions.

Applicants should have a Bachelor's degree in Accountancy or a related discipline, with at least 2 years of relevant full-time working experience. Proficiency in both written and spoken English and Chinese is required, as well as familiarity with computer applications including MS Excel and Word. Candidates should be self-motivated, collaborative, and able to work effectively within a team. Experience with the Oracle financial system and student membership in a professional accounting body are distinct advantages.

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 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 **12 November 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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