



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (Federation) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidate to fill up of post of **Officer / Assistant Officer (Finance)** [Ref. O/AO (Finance)] on contract basis, which is renewable subject to the prevailing condition.

Duties

The O/AO (Finance) will be responsible to:

- (i) handle the payments and receipts of the Federation;
- (ii) handle scanning and filing work of the Finance Team;
- (iii) handle company document for filing at the Companies Registry;
- (iv) assist in the database development of the Finance Team;
- (v) assist in the financial matters related to membership, including annual subscription and subsidy for Member Associations of the Federation; and
- (vi) perform any other duties as assigned by seniors.

Requirements

Applicants should have:

- (i) post-secondary qualifications in accounting field, preferably with LCC Higher Accounting or equivalent;
- (ii) a minimum of 1 year solid work experience in accounting field, experience in handling the accounts of non-profit organization is preferred;
- (iii) proficiency in handling full set accounting;
- (iv) proficiency in computer applications (MS Excel, Word and Chinese processing);
- (v) able to work independently and under pressure to meet tight reporting deadlines; and
- (vi) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written test. Successful candidate will be offered the post at a rank subject to his/her background and work experience.

Remuneration

Successful candidate will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

Application

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before 14 September 2020. Please mark [Ref. O/AO (Finance)] on the envelope.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.