



Under the auspices of the Sports Federation & Olympic Committee of Hong Kong, China, the Hong Kong Anti-Doping Committee (HKADC) Office is responsible for planning and implementing the anti-doping programme in the territory. We are now looking for the right candidate to fill up of Assistant Manager (Administration & Finance) [Ref.: AM(Adm)] on contract basis.

Duties:

The AM(Adm) will mainly be responsible for the following duties:

- (i) To be responsible for payments and receipts of the HKADC;
- (ii) To handle full set of accounts of the HKADC and to report to HKADC;
- (iii) To handle account and budget application for the recurrent subvention from Culture, Sports & Tourism Bureau;
- (iv) To comply with regulations, including accounting policy, procurement guidelines and terms and conditions under the Subvention Agreements and Guidelines by funding bodies for internal control and compliance purposes;
- (v) To work /communicate with assigned IT vendor to oversee and determine the operations of network and devices including routers, switches, backups, firewalls, intrusion detection and network traffic, etc; and
- (vi) To communicate with assigned IT vendor regarding routine network administration, trouble-shooting, system administration and configuration.

Requirement

Applicants should have:

- (i) a recognized university degree or higher diploma in accounting as one of the subjects studied, with LCC Higher Accounting or above;
- (ii) a recognized higher diploma or associate degree holder in Information Technology, Computer Science or related disciplines would be an advantage;
- (iii) a minimum of 3 years' experience in accounting field or/ and IT field; experience in handling the accounts of non-profit organization or audit experience preferred;
- (iv) proficient in handling full set accounting;
- (v) proficient in Excel, MS-word and Chinese processing;
- (vi) possess knowledge of Windows Server, VMware, Firewall configuration, Wireless network, PC hardware & software, MS office, server, storage, network, IT security management etc., would be an advantage; and
- (vii) ability to work under pressure and independently and meet tight reporting schedules.

All short-listed applicants will be invited to attend a written test.

Remuneration

Successful candidates 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. Successful candidates will be offered the post at a salary subject to his background and work experience.

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 **10 January 2023**. Please mark [**Ref.: AM(Adm)**] in your application.

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.