



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, is responsible for the promotion of Olympism and sports in Hong Kong. We are now looking for the right candidates to fill up the following posts in the Federation Secretariat contract basis, which is renewable subject to the prevailing condition.

Post 1: Assistant Manager/ Officer / Assistant Officer (Finance) [Ref.: AM/O/AO(Finance)]

The AM /O /AO will mainly be responsible to:

- (i) process payments and receipts of the Federation / affiliated companies;
- (ii) handle full set accounting of the affiliated companies;
- (iii) handle separate accounts/reports of various projects for management and audit purposes;
- (iv) handle the applications of the Incentive Awards Scheme; and
- (v) handle the administration of the Finance and Investment Committee.

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 minimum of 3 years' experience in accounting field; candidate with less working experience will be considered for lower position; experience in handling the accounts of non-profit organization or audit experience preferred;
- (iii) proficient in handling full set accounting;
- (iv) proficient in Excel, MS-word and Chinese processing; and
- (v) ability to work under pressure and independently and meet tight reporting schedules.

Post 2: Officer/ Assistant Officer in Secretariat [Ref. O/AO(FS)]

The O/OA(FS) will be mainly responsible:

- (i) To assist the senior officers in preparing Hong Kong Delegation's participation in multi-sport Games;
- (ii) To prepare the accreditation applications, entries by name, entries by number, undertaking, arrival and departure etc;
- (iii) To assist in uniform ordering and air-tickets reservation for members of the Delegation;
- (iv) To assist in the production and delivery of the souvenir programme;
- (v) To assist in the organization of SF&OC annual local events;
- (vi) To liaise with LCSD and NSAs for all issues in relation to the FOS such as venue bookings and NSA's submission of FOS questionnaires; and
- (vii) To monitor the regular reporting of individual activities organized by NSAs and district organizations in the annual FOS, if any.

Applicants should have:

- (i) a recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied is preferable;
- (ii) a minimum of one year's work experience in sports sector or government is preferable; and
- (iii) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidates may be offered other post at similar ranking in other division of the Federation. Successful candidates will be offered the post at a rank subject to his background and work experience.

Remuneration

Successful candidates will be appointed on contract basis with monthly basis 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 **3 July 2023**. Please mark respective [Ref.] on the letter for applying the respective post.

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.