



港協暨奧委會奧夢成真有限公司
SF&OC SPORTS LEGACY COMPANY LIMITED

The SF&OC Sports Legacy Company Limited, the affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to develop the sports potential of underprivileged students through a team of dedicated athletes. We are now looking for the right candidate to fill up of the post of **Officer (Administration and Accounts) [Ref. O(AA)(SLCL)]** on contract basis, which is renewable subject to the prevailing condition.

Duties

O (AA) will be responsible for:

- (a) Handle daily accounting operation, including processing payments, receipts and petty cash, etc;
- (b) Generate and process the monthly payroll, MPF and timesheets records;
- (c) Prepare the budget projection, periodic reports and financial records for management, various sponsors and audit purpose;
- (d) Assist in providing support on organisation, logistics arrangement, on-site support and conducting survey of the project activities
- (e) Provide general clerical support on office administration tasks, including procurement, accounting, HR records, assets inventory storage and filing, etc.; and
- (f) Perform any other duties as assigned by the senior.

Requirements

Applicants should have:

- (a) Post-secondary qualification or higher diploma in accounting as one of the subjects studied, with LCC Higher Accounting or above;
- (b) a minimum of 3 years' experience in accounting field; experience in handling the accounts of non-profit organization or audit experience preferred;
- (c) proficient in handling full set accounting and payroll;
- (d) proficient in MS-Excel, MS-Word, MS-Access (preferred), Peachtree (preferred) and Chinese processing;
- (e) ability to work under pressure and independently and meet tight reporting schedules; and
- (f) good command of Chinese and English.

All short-listed applicants will be invited to attend the written test. Suitable candidate might be offered other similar ranking post of the Federation.

Remuneration:

The successful candidate will be offered a contract with remuneration package of 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, while the commencing salary will be commensurate with qualifications and experience. Fringe benefits include mandatory provident fund, paid leave, medical and employee's insurance. Work location: Causeway Bay/ North Point.

Application:

Interested parties please send full resume with current and expected salary to the Hon. Treasurer of SF&OC by post (Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) **on or before 20 November 2024**. Please mark **[Ref. O(AA)(SLCL)]** on the application. If you have already applied the post in the past, please do not apply again.

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.