



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (SF&OC) is responsible for the promotion of Olympism and sports in Hong Kong. We are now looking for the right candidates to fill up the posts of **Officer (Finance) of the Coaching Division [Ref. O(Finance)(CD)]** on a contract basis, which is renewable subject to the prevailing conditions.

About SF&OC Coaching Division

The Coaching Division is a newly established team under SF&OC to enhance coach education, registration and accreditation programmes. Our mission is to elevate the standard of sports coaching in Hong Kong. Previously, the Hong Kong Coaching Committee operated as a joint initiative between SF&OC and the Hong Kong Sports Institute. The operation of the Coaching Committee has been officially transferred to SF&OC with effect from 1 April 2026.

Duties

The Officer (Finance)(CD) will be responsible for the following duties:

- (i) To handle a full set of accounts of the Coaching Division and keep proper account records;
- (ii) To be responsible for payments and receipts of the Coaching Division;
- (iii) To prepare debit notes to the registered coaches/related parties for the Coaching Division;
- (iv) To prepare for the monthly payroll of staff members and MPF for the Coaching Division;
- (v) To maintain the procurement records and fixed asset register for the Coaching Division;
- (vi) To monitor and report on cash flow and budget control for management;
- (vii) To prepare budgets and financial reports for internal and external purposes;
- (viii) To deal with the auditor for audit purposes; and
- (ix) To perform general administrative and any other duties as assigned.

Requirements

Applicants should have:

- (i) Post-secondary qualifications, with LCC Higher Accounting or equivalent;
- (ii) A minimum of two years' experience in the accounting field; experience in handling the accounts of non-profit organization preferred;
- (iii) Proficient in handling a full set of accounts;
- (iv) Proficient in accounting software, Excel, MS Word and Chinese processing;
- (v) Experience in handling payroll system, eMPF application or salary tax return is an advantage;
- (vi) Able to work under pressure and independently and meet tight reporting schedules; and
- (vii) Good command of both spoken and written English and Chinese (Cantonese and Putonghua);

**Candidates with less experience will be considered as Assistant Officer. All short-listed applicants will be invited to attend a written test. The successful candidates will be offered the posts at a salary subject to their background and work experience.*

Remuneration

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

Application

Interested parties are invited to send a full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China by post (Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) or by email to hr@hkolympic.org on or before **25 September 2026**. Please mark **[Ref. O(Finance)(CD)]** on the 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 four weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within six months.