



Administrative Assistant (Accounting)

This mission of the Sailing Federation of Hong Kong, China is to promote the sport and leisure of sailing, across all people in Hong Kong. This position plays an important role in ensuring the financial health of the organization.

JOB DESCRIPTION

- Ensure the efficiency in accounting
- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Support sailors and coaches to process the expenses claims
- Prepare accounting documents including payment and payment received
- Prepare monthly accounting report
- Assist in organizing activities of sport of sailing
- Working hours 10 am – 6 pm, but could be required to work irregular hours and outdoors when necessary
- Perform any other duties as assigned by the Secretary General

REQUIREMENTS

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B), Chinese and Mathematics in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination;
- Working experiences preferred but not essential;
- Proficient in MS Office, Chinese word processing;
- Reliable, self-initiative, pleasant and strong sense of responsibility.
- Good command of spoken and written English and Chinese;
- Possess LCCI Level II Book-Keeping or equivalent is required.

Salary:

HK\$16,824 per month negotiable based on the working experience.

The post is subvented by the Leisure & Cultural Services Department

Applicants, please send your full resume and salary expectation to Sailing Federation of Hong Kong, China at admin@sailing.org.hk on or before 21 July 2023.