



保良局
PO LEUNG KUK



Po Leung Kuk is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

Assistant Accounts (Ref: FIN- AA)

Responsibilities:

- Handle full set of accounts;
- Handle daily accounting functions including payments and receipts;
- Assist in month end and year end closing;
- Handle ad hoc assignments

Requirements:

- Higher Diploma in Accounting or equivalent;
- At least 2 years' relevant working experience;
- Proficiency with Oracle System and MS office;
- Possess working experience in NGO/kindergartens is an advantage;
- Attentive to detailed and analytical mind, willing to learn and self-motivated

Appointment will be on contract terms. Please send your full resume with current and expected salary to the **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** or plkhrrecruitment@poleungkuk.org.hk. Please quote the reference on the envelope. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.