

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary and Primary School is a non-profit making co-educational English medium school under the Direct Subsidy Scheme (DSS) which began operations in September 2006. We are a through-train primary and secondary school which places great emphasis on 3 literacies (Chinese, English and IT) and is committed to the tradition and educational belief of the Hong Kong Baptist University in educating the 'whole person'.



We invite qualified candidates to apply for the following post:

Accounting Manager

Major Duties:

- ◆ Supervise the daily accounting work (receipt & payment & AR/AP/GL)
- ◆ Take charge of the month-end & year-end closing and audit tasks
- ◆ Delivery of financial reports and budgets
- ◆ Others: Fixed Asset Register, Accounting System, Fee Revision, Free Remission etc

Requirements:

- ◆ Degree holder in Finance, Accounting or related discipline
- ◆ Professional accounting qualification such as ACCA or HKICPA
- ◆ At least 5 years working experience (experience in NGO/education sector definitely an advantage)
- ◆ Self-motivated, hard working with excellent communication skills

We offer attractive remuneration package including medical & life insurance, retirement benefits to the suitable candidate. Salaries will be commensurate with qualifications and experience. Application forms are obtainable at <http://www.hkbuas.edu.hk>. Completed forms, together with copies of credentials should be mailed to the **Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T.** or by email to hr@hkbuas.edu.hk.

(Personal data provided by job applicants will be used for recruitment purposes only)