

Cricket has been played in Hong Kong for 174 years. Cricket Hong Kong is the National Sport Association for cricket in Hong Kong. Our mission is to promote, expand and develop the sport of cricket in Hong Kong, improving standards in all sectors of the game (quality of play, facilities, administration, coaching) and increasing the participants of all sectors of the local community in cricket.

As we are moving to more professional level and expanding our scope of work, we need to establish a strong Accounting and Finance Team. Therefore, we are now looking for suitable candidate to fill up the position of Accounting Officer.

Accounting Officer (Job Ref: AO)

Job Descriptions

- Prepare and process electronic transfers and cheque payments;
- Prepare payment vouchers and journal entries;
- Checking, posting and inputting accounting daily transaction;
- Reconcile accounts, sub-ledger and supplier's statements;
- Correspond with vendors and respond to inquiries;
- Assist with month end closing and regular financial reporting;
- Assist with routine accounting support and ad-hoc assignments.

Qualifications and Requirements

- Prefer Diploma or Degree holder in Accounting or equivalent;
- Grade E/Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination, or Level 2 or above in 5 subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination, or equivalent, is a must;
- Minimum 3-5 years relevant accounting experience;
- Hands on experience on using MYOB Accounting Software and proficiency in MS Excel application;
- Financial experience at NGOs will be definite advantageous;
- Strong sense of accuracy and carefulness;
- Good command of spoken and written English and Chinese;
- Immediately available is preferred.

Package

A competitive salary and benefits package will be offered to the successful candidate according to their experience and qualifications. Any interested parties, please apply on or before **Wednesday, 15 September 2021** in confidence with full resume, stating salary history and expected salary, and available date by emailing to hr@hkcricket.org (Please mark the Job Ref on the email header and must state the expected salary).

Information not completed, will not be screened for interview. Entry point of salary is subject to qualifications and experience.

* The salary of the position is subvented by LCSD.

**Only the short-listed candidates for interview will be notified.

***All information collected is for recruitment purpose.