



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organisation committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following post:

Accounting Officer / Assistant

Job Description:

- Handle full set of accounts of departments, prepare vouchers and general ledger
- Assist in general accounting operation duties and keep all file proper filing
- Assist in month-end closing processes and preparation of supporting schedules and breakdowns
- Assist in the daily administration of office operation and ad-hoc assignments

Qualifications:

- Diploma or above in Accounting or equivalent
- Proficient in MS Office applications and Chinese Word Processing
- Experience in Flex Accounting System is preferred
- Strong analytical, problem-solving and communication skills
- Dedicated, self-motivated and well organized

This is a contract post, renewable on a yearly basis.

Please apply before **30 October 2021** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements.

Applications can be sent by mail to the Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

The HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)