

The Hong Kong, China Rowing Association (HKCRA) was established in 1978 and is the governing body for the sport of rowing in Hong Kong. It is affiliated to the Sports Federation & Olympic Committee of Hong Kong, China, and to the Asian Rowing Federation (ARF) and World Rowing.

We are now inviting applications for the following post: -

Recruitment Advertisement (08.08.2024)
Accounting & Administrative Officer (Job Ref.: AAO)

Jobs Descriptions

1. Perform daily general accounting duties, including accounts receivable & payable functions;
2. Assist in handling month-end closing;
3. Assist in preparing regular monthly reports and management reports;
4. Update data and filing;
5. Provide quality secretarial support to the senior management; and
6. Provide office and administrative support, including filing, answering phone call etc.

Entry Requirements

1. Grade E / Level 2 or above in 5 subjects including English, Chinese, and Mathematics in HKDSE / HKCEE is preferable;
2. Level II Bookkeeping & Accounts of the London Chamber of Commerce and Industry (LCCI) or equivalent;
3. Minimum 1 year's working experience in accounting is preferred;
4. Proficiency in computerized accounting systems, MYOB, and MS Office applications;
5. Self-motivated, result-oriented with a strong sense of responsibility and high team spirit;
6. Detail-minded, willing to learn and work under pressure to meet tight deadlines;
7. Immediate availability is highly preferred; and
8. Fresh graduates will also be considered.

We Offer

An attractive salary, benefits package including 5-day work, MPF, annual leave, and medical insurance will be provided to the successful candidate. Interested parties please apply in confidence with a full resume, stating present and expected salary, and available date by email to: hkcra@rowing.org.hk **(Please mark the Job Ref. no. on the e-mail header)**

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only. All data will be destroyed 3 months after the completion of selection.