

# 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 position: -

## Accounting Executive

### Major Duties

- ◆ Carry out accounting duties in Accounts Payable and assist in month-end closing
- ◆ Arrange payments, including credit card payment, staff reimbursement and petty cash
- ◆ Handle enquiries and liaise with staff and vendors
- ◆ Maintain Fixed Asset Register and handle ad-hoc assignments

### Requirements

- ◆ Diploma in accounting or above
- ◆ At least 2 years relevant experience
- ◆ Team player, detail oriented, self-motivated and good interpersonal skills
- ◆ Proficient in MS Office and accounting software

### Application Procedure:

Please send your full CV and an application form (downloadable at <http://www.hkbuas.edu.hk>) together with copies of credentials to the Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T. or by email to [hr@hkbuas.edu.hk](mailto:hr@hkbuas.edu.hk).

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