

# 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: -

## Accounts Clerk

### Major Duties

- ◆ Handle accounts payable and assist in month-end closing
- ◆ Arrange payments, including staff reimbursement and petty cash
- ◆ Handle enquiries and liaise with staff and vendors
- ◆ Maintain assets register and handle ad-hoc assignments

### Requirements

- ◆ Diploma holder or above in accounting or relevant discipline
- ◆ At least 2 years related experience
- ◆ Good admin and computer skills, e.g. Word, Excel, accounting software
- ◆ A strong team work spirit, detail oriented, self-motivated and good interpersonal skills

### 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)