

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

## **Temporary Assistant Officer – Finance (Contract up to August 2024)**

**Duties:** The appointee will handle job duties of Finance Operation Team, including issuance of demand note, handle income reconciliation for examinations and payment process, prepare relevant income and payment analysis report.

### **Requirements:**

- (a) A Bachelor's Degree, preferable in Finance and/or Accounting;
- (b) At least 3 years' working experience in book keeping, accounting and/or auditing;
- (c) Good PC skills with experience in using Account System preferable, like FlexSystem;
- (d) Fluent in both written and spoken Chinese and English;
- (e) Self-motivated with good communication and interpersonal skills; and
- (f) Attention to details, organised and independent.

*Candidates with less academic qualifications and possess substantial relevant experience may also be considered.*

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

### **Date for Application Review: 21 May 2024**

Applications would be considered until the post is filled.

*Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website (<http://www.hkeaa.edu.hk/tc/Career/temp.html>). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to [recruit@hkeaa.edu.hk](mailto:recruit@hkeaa.edu.hk). Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 8 weeks from the application review date should consider their applications unsuccessful.*

*The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*