



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

### **ASSISTANT ACCOUNTANT (3-months Contract)**

#### ***Responsibilities:***

- Report to the Head of Finance & Administration;
- Handle billing and account receivables maintenance;
- Handle receipting in relation to donation, membership fees, program sponsorship, program admission fee, third party events, shop sales etc. through different methods of paypal/cheque/credit card/cash/Octopus, etc.;
- Handle stock take for shop inventory and consignment goods, check consignment sales report, prepare closing stock list and prepare voucher to make accrual;
- Prepare account receivables analysis and related management reports;
- Other ad hoc duties as assigned.

#### ***Requirements:***

- Diploma or above in Accountancy or semi-finalist of accounting bodies with at least 5 years relevant experience;
- Proficient in MS Excel and PowerPoint;
- Hands on experiences with Flex Accounting System;
- Strong analytical mind, proactive, well-organised, conscientious and meticulous;
- Excellent interpersonal and communication skills;
- Ability to work independently and under high pressure;
- Good command of both spoken and written English and Chinese; and
- Contract period: September – November 2016

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.