



聖保羅男女中學  
ST. PAUL'S CO-EDUCATIONAL COLLEGE



## FINANCE EXECUTIVE

### Responsibilities:

- Responsible for all Accounting functions. Ensure accurately and timely recording of accounting transactions.
- Handle payroll for all staff
- Responsible for school fee remission scheme
- Prepare annual budget
- Treasury function for Schools and Council
- Meeting support including preparation of minutes

### Requirements:

- Degree holder in Accounting or related discipline
- Member/Finalist of professional body
- 5 years of relevant working experience with at least 2 years in supervisory level
- Excellent written and spoken English and Chinese
- Fully proficient in MS suite including Excel, knowledge in FlexAccount is an advantage
- Mature, reliable, independent, attentive to details, self-motivated, well-organized, good interpersonal skills

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: [recruit@spcc.edu.hk](mailto:recruit@spcc.edu.hk) or by post to **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

*(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)*