



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



Accounts Clerk

Duties

- Handle full sets of accounts including issue of cheques, payroll, data entry of ledger, bank reconciliation, fixed asset register
- Prepare monthly financial statement
- Perform assigned ad-hoc duties and supporting tasks
- Maintain and organize the filing system

Requirements:

- University degree or Higher Diploma in Accounting
- Able to handle full sets of accounts independently
- Good command of written and spoken English and Chinese
- Proficiency in Microsoft Office applications including Chinese word processing
- 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 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.)