



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Accounting Assistant

Established in 1914, the Hong Kong Football Association (HKFA) is the national sports association for football in Hong Kong. We are committed to enhance football development in Hong Kong. Over the past years, HKFA has been effective in broadening the base of participants and expanding various development programmes on community football covering grassroots and youth football, women's football and futsal. We provide coaching education and referee training courses to increase the supply of qualified coaches and referees to support player development and improve the standards of refereeing. We also organize football leagues, local and international competitions.

Based on the solid groundwork laid in the past years, the continual collaborations with football stakeholders as well as funding support from the FIFA, AFC, the Government of the HKSAR, the Hong Kong Jockey Club and other sponsors, we keep moving in the right directions for the implementation of our new HKFA five year strategic plan, namely "The Vision 2025 Strategic Plan", which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this position which is under the Corporate Services Department in the organization structure of HKFA. Reporting to the Finance Manager (functional report to the Senior Accounting Officer), the appointee will be responsible for assisting in all round Finance activities. The main duties are listed below:

Job Descriptions

- Handle daily payment transaction
- Handle monthly autopay function for helpers
- Prepare monthly statement for Hong Kong Premier League football clubs
- Assist in management report preparation including expenses accrual, bank reconciliation, journal preparation and other relevant tasks
- Assist in administering the fixed assets and inventory record kept by the Finance Department
- Assist in general ledger update and housekeeping
- Clerical and administrative support for the Finance Department
- Undertaking ad hoc projects as assigned

Qualifications and Experience

- Form 5 or above with 5 passes in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education (HKDSE) (including English, Chinese and Mathematics)
- London Chamber of Commerce and Industry (LCCI) level 1 or 2 qualification
- 2 years of relevant working experience is preferred, fresh graduate will also be considered
- Strong communication and analytical skills
- Self-motivated, independent, detail-oriented and willing to learn
- Proficient in MS Office Application
- Fluent in English and Cantonese
- Knowledge in Flex System is a plus

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical and Life Insurance to the right candidate.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 5 July 2022.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

www.hkfa.com/en/load_page/82

The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.