



## Senior Accounts Clerk / Assistant Accountant (Ref: MCW/300419/SAC)

**CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.**

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

### Key Responsibilities

- Daily checking and voucher input for donation / grants transactions
- Monthly and year-end income closing
- Assisting in cash flow forecast and generating income related reports
- Assisting in program cost checking and forecast data update
- Handle breakdown schedule for Annual Audit
- Assisting in coordination with SWD for grants & subvention issues
- Assisting in accounting policy and procedure update and filing
- Minute filing and other ad hoc duties

### Requirements

- Completed secondary education with satisfactory results including English
- Good accounting skill and knowledge with accounting qualifications such as LCCI, AAT and/or semi-final of ACCA, HKICPA etc
- At least 5 years relevant experience, with stable employment history
- A good team player, mature, reliable, and with good communication skills
- Proficient in MS Office applications, in particular MS Excel, and well verse in accounting system (Sun, Flex, Salesforce etc.)
- Proficiency in both written and spoken English and Chinese
- More experience / qualifications will be considered as Assistant Accountant
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

### To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/300419/SAC) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto:hr@motherschoice.org); fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

### About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.