



Part-time Accounts Clerk (Ref: MCW/210630/FIN_PT_AC)

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

- Carry out daily accounting duties including data entries, cheques issuance;
- Prepare vouchers and accounting schedules;
- Maintain accurate filing system;
- Perform other ad hoc tasks as required.

Requirements

- Form 5 or above;
- LCCI Level 2 or above;
- 1-2 years relevant experience preferred;
- Software proficiency in Microsoft Office. Familiarity with SUN Accounting System is an added advantage;
- Intermediate level communication in spoken and written English and Chinese;
- 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, full resume quoting the job reference number (Ref: MCW/210630/ FIN_PT_AC) and expected salary to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email 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.