



## Assistant Accountant / Accounting Officer

(Ref: MCW/15032024/AO)

**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.

### Position Description

Are you a numbers whiz with a passion for making a positive impact? Mother's Choice is looking for a dynamic Assistant Accountant to join our team. As part of our finance department, you'll play a crucial role in ensuring the financial health of our organization while contributing to meaningful projects that change lives. If you're ready to roll up your sleeves and dive into the world of nonprofit finance, we want to hear from you!

### Key Responsibilities

- Assist in the preparation of financial statements, budgets and reports
- Maintain accounts payable and receivable
- Process invoices, expense reports and payments in a timely manner
- Support month-end and year-end close processes
- Support grants and subvention
- Help ensure compliance with financial regulations and internal policies
- Assist in financial analysis and forecasting as needed
- Help streamline our financial processes and embrace new technologies
- Get hands-on experience with cutting-edge accounting software and tools

### Requirements

- Diploma/ Associate/Bachelor's Degree in accounting or related disciplines
- At least 2 years relevant working experience
- Good command in written and spoken English and Chinese
- Proficiency in MS Office including Word, Excel and Outlook
- Knowledge in accounting software is a plus (e.g. Oracle NetSuite)
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- A team player with good communication skills
- Passion for our mission and values
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.
- Candidate with lesser experience will be considered as Assistant Accounting Officer

### To Apply

Interested candidates please send a full resume, expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to [hr@motherschoice.org](mailto:hr@motherschoice.org)

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.