

Accountant

Position Overview:

The Accountant is responsible for overseeing financial processes, ensuring compliance with reporting requirements, and facilitating effective team collaboration. This role focuses on accurate financial management, budget preparation, and timely communication with stakeholders.

Key Responsibilities:

1. **Funding Management:**
 - Assist in applying for LCSD funding, ensuring timely submission of applications.
2. **Financial Closing:**
 - Prepare and manage yearly and monthly closing tasks plans to ensure timely completion of management accounts with variances analysis and statutory accounts for statutory audits. Responsible for internal and external systems input in the preparation of management accounts.
3. **Budget Preparation:**
 - Assist in the development budget templates to facilitate budget preparation, ensuring the timely preparation of the annual budget with reference to both historical data and relevant budget assumptions.
4. **Cash Flow Analysis:**
 - Provide weekly updates on cash and bank balances to support effective cash flow management and maximize interest income.
5. **Compliance Reporting:**
 - Ensure compliance with external funding bodies' reporting requirements and submission of performance reports.
6. **Policies and Guidelines:**
 - assist Financial Controller in the formulation and implementation of accounting and procurement policies and guidelines; liaison with Audit Committee in the arrangement of internal audit exercise.
7. **Liaison with external parties:**
 - assist in the liaison with external parties including Audit Committee in the arrangement of internal audit exercise, auditors for statutory audits, banks, funding bodies whenever necessary.
8. **Training Support:**
 - Assist in providing training on accounting and procurement for other business units to ensure compliance with policies; supervise and provide support to subordinates for the daily operations.

Requirements:

- Higher Diploma/ Associate Degree or above in Accounting or related discipline, with recognized professional accounting qualifications (HKICPA, ACCA or equivalent certification)
- 5-10 years of relevant finance or accounting experiences, preferably in hospitality industry
- Strong in budgeting & forecasting and financial modelling skills
- Well-organized, detail oriented with good interpersonal and communication skills
- Able to meet tight deadlines, responsible, and self-motivated
- Good command in both written and spoken English
- Proficiency in MS Word, Excel and PowerPoint.

This post is financially supported by Leisure and Culture Services Department.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before December 31, 2024. Please indicate on the subject of the email "Application for Accountant".

Applicants who are not invited for interview within three months may consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.