

## Assistant Accountant

The Hong Kong, China Tennis Association (“HKCTA”) is seeking a high caliber candidate for the above position:

### Job Description

- Handle daily accounting transactions, bank reconciliation, filing and data input;
- Prepare vouchers, cheque and bank forms;
- Update fixed assets register and handle fixed asset depreciation;
- Prepare accrual of bank interests for fixed deposits;
- Prepare Balance Sheet items analysis report;
- Assist in journal entries input in monthly financial reporting;
- Assist on month-end closing;
- Ensure data input in a timely and accurate manner;
- Provide wide range of administration support in ad hoc tasks;
- Ad hoc assignment as required.

### Requirements

- Higher Diploma or Associate Degree in Accounting or related discipline;
- Bachelor holder in Accounting, Finance or relevant discipline is preferred;
- At least 3 years of relevant experience in accounting and finance;
- Candidate with audit experience is preferred;
- Fluent in spoken and written English and Chinese;
- Proficient in computer software such as MS Office;
- Be initiative, enthusiastic and able to work independently;
- Able to work under pressure;
- Immediate available is preferred.

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

Interested candidates please email your resume and expected salary to [info@tennishk.org](mailto:info@tennishk.org) on or before December 31, 2024. Please indicate on the subject of the email “Application for Assistant 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.