



醫護行者 Health In Action

Health In Action

(Ref:202104/FTI2.0/AFO)

Position Title: Admin and Finance Officer

Brief Description of Health In Action:

Health In Action (“HIA”) is a non-profit making humanitarian organization with the vision to eliminate health inequity in societies. Our team comprises of multidisciplinary healthcare professionals and we aspire to drive social change through cycles of service, research, and advocacy.

Job Descriptions:

Key Responsibilities:

- Responsible for the Kwai Tsing Health Management Hub’s office administration, HR, finance and other administrative duties as assigned;
- Maintain daily accounting operation such as project accounting, fixed asset management, journal voucher preparation, bank reconciliation, issue invoices and receipts, petty cash management, prepare cheque payments, and handle staff expenses claims, etc.;
- Prepare monthly and yearly accounting related schedules and other stakeholders’ reports;
- Liaise with auditors and other service providers;
- Maintain staff personnel file including tax return, upkeep attendance records, leave records, and update personnel data, etc.;
- Assist in handling recruitment process such as job-ad posting, arrangement of interviews, verification of candidate's qualifications, etc.;
- Assist in all round office administration including but not limited to procurement of office equipment and office supplies, filing, office equipment maintenance, annual insurance renewal, etc.;
- Maintain proper and systematic filing;
- Any other tasks as assigned by the Executive Director or the Board of Directors.

Requirements:

- Tertiary education or above in relevant disciplines with at least 2 years working experience;
- Holders of relevant certificates in accounting would be advantageous;
- Solid and hands-on work experience in finance and office administration within a healthcare and/or social and community services environment is preferred;
- Good office management skills to oversee daily office operations;
- Flexible, independent, cheerful, self-motivated, detail-minded, good interpersonal skills and a good team player;
- Strong command of written and spoken Chinese and English;
- Proficient in Microsoft office

Application Deadline: 9 June 2021 or until the position is filled

Please send your resume with expected salary to:

Room 901-902, Millennium Trade Centre, 54-56 Kwai Cheong Road, Kwai Chung or email to hia@hia.org.hk

The data collected will be used for recruitment purpose only.