



## Health In Action

(Ref:202401/FTI2.0/AO)

### **Position Title: Accounting & Admin Officer**

#### **Brief Description of Health In Action:**

Established in 2011, Health In Action is a registered non-governmental organization in Hong Kong, composed of a diversified community team with professionals and public health educators, innovators, and volunteers. We champion health equity and firmly believe everyone has the right to access health regardless of their background. With this belief, we commit to developing primary care by adopting social-medical integration through holistic social collaboration and practices in our community. You can also visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information.

#### **Kwai Tsing Community Health Management Hub**

Kwai Tsing Community Health Management Hub is the first centre to adopt “social-medical integration” in Hong Kong and becomes a pioneering model for primary healthcare in the community. The hub consists of transdisciplinary teams including nurses, pharmacists, physiotherapists, fitness trainers, research fellows on public health, social workers, providing community-based occupational safety and health services to relieve the healthcare access issues of working poor population; enhance health literacy and abilities of health management in working poor population through learning, participation and peer with our team; and improve and maintain health status of working poor individual and families with limited resources through people-oriented and family-based approaches.

#### **Key Responsibilities:**

- Perform general daily accounting duties, e.g. cheque preparation, prepare general ledger and journal vouchers, bank reconciliation etc.
- Handle Accounts payable and Accounts receivable;
- Liaise and work closely with different teams for operation supports and project financial reporting;
- Facilitate the month-end closing process for the respective projects and prepare financial reports;
- Maintain proper and systematic filing;
- Assist in statutory audit;
- Perform departmental administration, ad-hoc projects, assignments and duties as required; and
- Handle any ad hoc assignments as required.

#### **Requirements:**

- Degree holder with at least 2 year working experience; or Associate degree / Higher Diploma holder with at least 4 years working experience
- Working experiences in Healthcare service or project would be an advantage
- Proficient in MS-Word, Excel and PowerPoint
- Knowledge in Peachtree accounting is an advantage
- Accuracy and detailed oriented
- Good command in both Chinese and English
- Immediately available preferred

#### **Job Highlights:**

- Full-time position: 5-day work, with 45 work hours, including lunch.
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)



- We offer a competitive remuneration package including:
  - 15-day annual leave (increasing by 1 day per year)
  - Study leave
  - Birthday leave
  - Maternity /Paternity leave
  - Marriage leave
  - Compassionate leave
  - Family care leave
  - Training allowance

**Application Deadline: 10 February 2024 or until the position is filled, whichever is earlier.**

Interested candidates please send your cover letter, resume with expected salary, and earliest availability to [hr@hia.org.hk](mailto:hr@hia.org.hk).

**Personal Information Collection Statement**

Data collected will only be used for application processing. Applicants not contacted by Health In Action within four weeks from the application may assume that their applications are unsuccessful. All personal data collected will be kept for a period of 12 months from the application closing date, and will be destroyed thereafter.