

DRAFT

Assistant Accountant

Job Description

Role Summary	To handle daily accounting duties and to provide support to the senior accounting personnel
Main Accountabilities	<ul style="list-style-type: none"> ▪ To process the monthly payroll and handle MPF contribution. ▪ Handle payments and entry the related entries into the accounting system. ▪ Responsible for fee billing and collection and related accounting support. ▪ Produce the fee receivable report to management of the College. ▪ Handle bank reconciliations and to investigate any discrepancies. ▪ Prepare employer’s return of salary tax to IRD and staff. ▪ Petty cash disbursement and related accounting duties. ▪ Prepare breakdown for various balance sheet accounts ▪ Filing to various other government departments (EDB, LEA and Census and Statistics Department). ▪ Coordinate P-fund audit ▪ Assist in statutory and EDB audit. ▪ Any other duties – perform any other duties as assigned by the Principal/Finance Manager/ Accountant
Typical reporting relationship	Finance Manager/ Accountant
Development / Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan.</p>

Assistant Accountant Job Specification

Minimum typical education	University/ High Diploma graduate in Accounting
Minimum typical experience	Experience in accounting and payroll administration matters
Core Professional / Technical competencies required	<p><u>Abilities</u></p> <p>Ability to use initiative and take responsibility for tasks.</p> <p>Ability to work effectively, efficiently and cooperatively within an organisation.</p> <p>Good command of written and spoken English and Chinese.</p> <p>Proficiency in MS Office and Excel.</p> <p><u>Knowledge</u></p> <p>Background and sound knowledge on accounting and payroll matters.</p> <p>Hands-on experience at school setting preferred.</p>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ◆ Engaging and confident personality. ◆ Conscientious and good at working with details. ◆ Flexible and adaptive. ◆ Excellent time management, organization and prioritization skills with the ability to juggle a wide range of competing demands and committed to deadlines.