

THE HONG KONG POLYTECHNIC UNIVERSITY

FINANCE OFFICE

Post Specification

Associate Accountants (Ref. 97518)

Duties

The appointees will be responsible for assisting in one or more of the following duties:

- (a) general accounting duties including financial accounting, management accounting, budget, receipts, payments, payroll, staff benefits and treasury;
- (b) company secretarial functions for subsidiaries of the University;
- (c) development and administration of financial management information systems; and
- (d) general office administration.

Qualifications

Applicants should have:

- (a) a recognised degree in Accounting or related disciplines;
- (b) at least two years of experience in accounting, auditing, company secretarial services or other related fields;
- (c) preferably passed a professional accounting examination, recognised company secretarial examination or equivalent; and
- (d) good communication and interpersonal skills.

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application. Remuneration package will be highly competitive.

9 October 2008