THE HONG KONG POLYTECHNIC UNIVERSITY

FINANCE OFFICE

Post Specification

Accountant (System Support & Development Section) (Ref. 22051315)

Duties

The appointee will be required to:

(a)   perform system project administration and management, including project planning, feasibility study, user requirement analysis, acceptance testing, training and documentation;

(b)   handle development of and provide support for desktop tools/systems for office automation, data analysis and reporting;

(c)   perform general accounting duties, including financial accounting, management accounting, budgeting, and accounting operations;

(d)   handle general office administration; and

(e)   perform any other duties as assigned by the Director of Finance and her delegates.

Qualifications

Applicants should have:

(a)   a recognised degree in Accounting or Information System or related disciplines;

(b)   preferably a professional accounting qualification (CPA, ACCA or equivalent);

(c)   at least five years of post-qualification experience in accounting, financial system support and development or related fields with good understanding of online payment facilities, purchasing processes, PRC accounting, cost allocation, financial reporting and budget management;

(d)   solid and hands-on experience in programming with tools of Robotic Process Automation, Excel/Access VBA and MS SQL Server and strong technical knowledge and experience in implementation and support of management information systems, such as Oracle Financials and TM1;

(e)   a good command of both written and spoken English and Chinese; and

(f)   good communication and interpersonal skills.

Shortlisted candidates will be invited to sit for a written test.

Applicants who have responded to the previous advertisement need not re-apply.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **The closing date for application is Friday, 27 May 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

13 May 2022