

THE HONG KONG POLYTECHNIC UNIVERSITY

FINANCE OFFICE

Post Specification

Accountant (Accounting Operations Section) (Ref. 22052010-IE)

Duties

The appointee will be required to:

- (a) perform staff cost analysis and projection for the requirements of management and funding bodies;
- (b) provide support in pay review exercises and analyses of the related financial implications;
- (c) participate in enhancement and implementation of the payroll, staff claims and related payments systems;
- (d) supervise daily operations for payroll and benefits, staff claims and related payments of the University and its subsidiaries including verifying payment and related tax filing, handling of complexity cases and ensuring compliance with the relevant statutory requirements, policies, rules and regulations;
- (e) assist in supervising and guiding a team of staff;
- (f) handle general office administration; and
- (g) perform any other duties as assigned by the Director of Finance or her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree in Accounting or related disciplines;
- (b) a professional accounting qualification or equivalent;
- (c) at least five years of relevant experience in accounting, auditing or other related fields, with experience in payroll operations, staff benefits, claims processing and / or system enhancement being an advantage;
- (d) some supervisory experience;
- (e) proficiency in PC and accounting software applications;

- (f) a good command of both written and spoken English and Chinese; and
- (g) strong communication and interpersonal skills.

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

Applicants with less experience may be considered for the post of Associate Accountant.

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, 3 June 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.

20 May 2022