



聖保祿醫院
St. Paul's Hospital

Date : 5 December 2009

Position : Accounts Clerk
Rank: Clerk III
Department: Finance Department

Accounts Clerk

- Diploma in Accounting with HKAAT or equivalent
- Minimum 2 years' accounting experiences and familiar with major accounting software including SAP is definitely an asset
- Good command of both written and spoken English and Chinese
- Responsible for daily reconciliation and routine accounting functions, payables and follow-up of accounts receivables
- Assist in preparation of regular management reports for analytical review
- Initiative, detail-oriented, team-player and able to work under pressure with tight deadlines
- Any ad hoc duties as assigned
- Immediate available is preferred

We offer attractive remuneration packages and fringe benefits to the right candidate. Interested parties, please send the completed application form downloaded from www.stpaul.org.hk together with your resume, present and expected salary to Human Resources Manager, St. Paul's Hospital, 2 Eastern Hospital Road, Causeway Bay, Hong Kong or email to sph.career@mail.stpaul.org.hk on or before **18 December 2009**.

Personal data collected will be used for related recruitment purposes only.