



聖保祿醫院
St. Paul's Hospital

Assistant Accountant

Responsibilities:

- Responsible for daily reconciliation and routine accounting functions including accounts payables and receivables
- Assist in preparing financial analysis and regular management reports for management review
- Participate in ad hoc projects as assigned

Requirements:

- Bachelor degree holder in Accounting or equivalent
- Possess recognized professional accounting qualification with membership in professional body is desirable
- Minimum 3 years relevant experiences in sizable organization with exposure in hospital or health care industry is a plus
- Proficient in MS Office with knowledge in SAP system is an added asset
- Good spoken and written English and Chinese including Putonghua
- Initiative, detail-oriented, team-player, & able to work under pressure with tight deadlines
- Immediate available is preferred
- Those candidates who possess less experience will be considered for the post of Senior Accounts Clerk

We offer attractive remuneration packages and fringe benefits to the right candidate. Interested parties, please send your full resume with 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 **20 May 2010**. Please quote the position applied and reference number on the envelope or email.

Personal data collected will be used for related recruitment purposes only