

# HKCCCU Logos Academy

**Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode.**

We are now inviting high caliber candidates to apply for the following post:

## **Accounting Officer**

### **Requirements**

- Applicants should have a bachelor's degree in Finance, Accounting or other related discipline;
- At least 5 years of work experience in accounting field; experience in Subsidized Schools is an advantage;
- Solid experience at a supervisory/managerial level;
- Proficiency in HK accounting practices and be able to apply EDB regulations and instructions;
- Experience in budget preparation and implementation;
- Highly motivated, well-organized, able to work under pressure and with good communication skills;
- PC proficiency in MYOB, MS Office including PowerPoint, MS Word and Excel;
- Proficient in English and Chinese; and
- Working days: 5 days / week.

### **Major Responsibilities**

- To manage and handle daily accounting operations and inventory records for the School;
- To prepare financial reports and management reports;
- To ensure effective implementation of internal accounting policies and guidelines;
- To provide assistance to internal parties in the financial aspect of external funding application;
- To lead or spearhead financial accounting-related initiatives with internal parties for continuous improvement; and
- To communicate with the internal and external auditors, bankers, Education Bureau, Companies Registry and other regulatory bodies.

Online application:-

Please visit school website <https://www.logosacademy.edu.hk/en/category/news/recruitment/> for details and online application.

*(All personal data collected will be treated in strict confidential and solely used for recruitment purpose.  
All unsuccessful applications will be destroyed upon completion of the recruitment exercise.)*