



HONG KONG LAWN BOWLS ASSOCIATION

ACCOUNT ASSISTANT

DUTIES

Reporting to Sports Executive, the incumbent is expected to: -

- Perform data entry, bookkeeping, month end and year end closing and general accounting work, e.g. payments and receipts, preparation of journals, account analysis, bank reconciliation etc.;
- Provide administrative support and participate in other ad hoc projects as required;

REQUIREMENTS

- Grade E / Level 2 / “Attained” or above in 5 subjects of HKCEE / HKDSE, including HKCEE English Language (Syllabus B) / English Language, Chinese Language and Mathematics;
- Preference will be given to candidates with accounting experience;
- Self-motivated, independent, willing to learn, and able to work under pressure and meet deadlines;
- Proficient in MS Office (Excel & Word) and Chinese Word Processing;
- Experience in using accounting software is preferred e.g. Xero;
- Immediate availability is preferred;

FRINGE BENEFIT

- Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

APPLICATIONS

Please send full resume with current salary, contact telephone number, email and postal addresses, and availability to assume duties to the **Honorary Secretary, Hong Kong Lawn Bowls Association**, Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or **email: admin@hklba.org** on or before **12th February, 2023**.

General information is available at the website <http://www.hklba.org>.

All applications will be treated in the strict confidence. Applicants who are not invited for interview within six months may consider their applications unsuccessful.

Data collected will be used for recruitment and other employment-related purposes only.