



# YMCA of Hong Kong Christian College

## 港青基信書院

## Vacancies for 2024

The YMCA of Hong Kong Christian College (YHKCC) is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 70% of students and 40% of teachers are from international backgrounds.

The College is looking for applicants for the following position:

### NON-TEACHING POSITIONS

#### ■ SENIOR ACCOUNTING OFFICER / ACCOUNTANT

##### Key Responsibilities:

- Independently manage school financial documents audited reports.
- Collaborate with other departments to optimize financial processes and reporting.
- Provide strategic insights to enhance financial decision-making within the school.

##### Qualifications:

- University graduate with a relevant qualification in accounting or finance.
- Exceptional proficiency in both spoken and written English and Chinese.
- Strong command of MS Office applications and MYOB accounting software.
- Minimum of 3 years' experience in accounting, with a preference for candidates with experience in an educational setting.
- Ability to thrive in both independent and team-oriented roles.
- Detail-oriented and diligent, with a pleasant personality that fosters positive relationships.
- A proactive problem-solver who is committed to maintaining the highest standards of financial integrity.

Applications are invited from candidates who would like to make a difference in the educational sector and contribute to our mission. Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: [recruitment@yhkcc.edu.hk](mailto:recruitment@yhkcc.edu.hk). The application deadline is **31<sup>st</sup> October, 2024**.