Guide to Appointment

ACCOUNTING ASSISTANT

Finance Unit

Overall Objective

The appointee will be responsible for the day to day accounting operation and/or cashiering.

Entry Requirements

a) At least 5 passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results were obtained from 2007 onwards) and Chinese Language (at least level 2 if results were obtained from 2007 onwards) or equivalent;
b) A LCC Elementary Bookkeeping Certificate OR equivalent;
c) Preference will be given to those with experience in cash handling.

Major Responsibilities:

The appointee will be assigned to take up part of the responsibilities listed below:

a) To handle tuition fee collection and miscellaneous receipts e.g. donations, sponsorship and bursaries payments;
b) To deal with bounced cheques, change of course, deferment of study/tuition fee cases;
c) To prepare payment & journal vouchers for all purchases & issue payment advices/ letters to creditors;
d) To handle enquiries from suppliers for payment of invoices & liaise with suppliers on outstanding invoices;
e) To reimburse School/Institute/Unit petty cash float;
f) To update the fixed assets register & previous years’ commitment;
g) To prepare monthly bank reconciliation statements;
h) To maintain stock ledger & update stock movements;
i) To prepare monthly stock consumption reports;
j) To compute selling prices for course materials sold to students/Tutors;
k) To perform monthly full-time, part-time and temporary staff payroll operation;
l) To assist in compiling the Employer’s Return to Inland Revenue Department;
m) To prepare payment vouchers to Course Developers, external Course Assessors, consultants, advisory peer group members;
n) To assist in administering the Superannuation Scheme;
o) To perform accruals & adjustments to accounts, recharge of classroom rental & central printing cost, control accounts reconciliation & follow-up;
p) To undertake other duties and responsibilities as assigned by the supervisors.

**Remuneration Package** (for reference only – subject to change)

Monthly Basic Salary : HK$9,565 – HK$20,835

Other Benefits : annual leave;
medical and dental schemes (applicable for a 2-year appointment only)

_Human Resources Unit_

*16 December 2008*