



Gratia Christian College is registered under the Post Secondary Colleges Ordinance (Cap. 320) and has started offering degree programmes since 2015. Currently, Gratia is offering 4 full-time bachelor honours degree programmes, an advanced diploma programme (at QF Level 5 status), 5 higher diploma programmes, a professional diploma programme (at QF Level 4 status), and another at diploma level, with the vision of becoming a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

The College now seeks to recruit suitable candidates for the following position:

## **Accounting Officer**

### **Requirements:**

- a) obtain an Associate Degree / Higher Diploma in Accounting or with LCCI (Advanced) Certificate in book-keeping;
- b) be experienced in using relevant accounting software;
- c) be versed in Microsoft Office, in particular MS Excel; and
- d) be detailed-minded, responsible, capable of meeting deadlines.

*[Applications from fresh school-leavers are welcome as long as proof of relevant knowledge/experience is given.]*

### **Responsibilities:**

- a. Prepare regularly financial reports for respective stakeholders;
- b. Prepare cheques and input all records of receipts and payments into the accounting system;
- c. Effect prompt salary payments for all staff via autopay;
- d. Receive and deposit all incoming revenues;
- e. Liaise with relevant statutory bodies such as the external auditors for preparing annual audited accounts. Make timely reporting to the Inland Revenue Department for legal compliance such as facilitating taxation and MPF enrolment and contributions; and
- f. Demonstrate team spirit and willingness to help.

### **Applications:**

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applications should reach the Human Resources Office, Gratia Christian College, 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong, or by email to [hr@gratia.edu.hk](mailto:hr@gratia.edu.hk) on or before 23 August 2024. Shortlisting and interview may be arranged before the application deadline should suitable potential candidates be identified. For enquiries, please call at 5804 4149.

*Personal data collected will be used for recruitment-related purposes only.*