



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 Executive**

### **Requirements:**

- a) Diploma holder in Accounting or related discipline;
- b) Minimum 1 year of relevant experience;
- c) Strong numerical sense and analytical skills, detailed minded and self-motivated;
- d) Proficiency in MS Office and accounting software;
- e) Good communication skills and work independently;
- f) Good command of written and spoken English and Chinese, with communicative Mandarin an edge;
- g) Immediate availability is highly preferred

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

The appointee will be responsible mainly for the following:

### **Responsibilities:**

- a. Perform daily accounting tasks e.g., cheques, bank-in receipts, petty cash reimbursement, and issuance of receipts;
- b. Prepare payment, receipt and journal vouchers;
- c. Receive and deposit all incoming revenues;
- d. Assist in monthly management reports preparation;
- e. Help prepare schedules for month-end closing and year-end audit;
- f. Effect prompt salary payments for all staff via autopay;
- g. Support the maintenance of an accurate Fixed Asset Register;
- h. Report timely to the Inland Revenue Department for legal compliance such as facilitating taxation and MPF enrolment and contributions; and
- i. Perform ad-hoc duties as assigned by supervisors

### **Applications:**

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applicants that have applied earlier are still under consideration and need not reapply. 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 8 November 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.*