

Hong Kong Inter-School Choral Festival

Senior Officer (Accounting)

Job Description

Report to the Artistic Director and Senior Manager, the **Senior Officer (Accounting)** will be responsible for:

- Performing full set of accounts and preparation of monthly reports for the organisation
- Processing invoices, receipts and in-house reports/reconciliations
- Preparing monthly cash flow forecast, managing project and annual audits, handling annual return filing
- Supporting the preparation of annual/programme forecast/budget
- Handling all accounting issues including accounts receivables and accounts payable;
- Contributing to financial and accounting projects;
- Assisting with concerts/programme production duties;
- Performing ad hoc assignments and other duties as required to support the organisation's mission and objectives.

You should have/be:

Education

Bachelor's Degree in accounting or finance, or related fields and disciplines preferred.

Experience

Minimum 3 years of relevant working experience, preferably with exposure to NGOs, Government, or public and social service settings. Candidates with more experience may be considered for the position of Assistant Manager (Accounting).

Requirements

- Good command of written and spoken English and Chinese.
- Good interpersonal and teamwork skills, strong drive and career interest in charity work.
- Demonstrated passion for arts and culture, especially in choral music or music fields.
- Responsible and enthusiastic individual with creative energy and self-initiative, able to work under pressure and meet tight deadlines.
- Quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done.
- Ability to handle sensitive and confidential information with discretion.
- Proficient in MS Office and other related accounting software.
- Hong Kong permanent resident aged 18 or above.
- Immediately availability preferred.

Application Process

The Hong Kong Virtuoso Chorus Limited is an equal opportunity employer. Interested candidates should email their cover letter, CV, expected salary with contact information to info@hkvchorus.org by 20 Mar 2025.

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within six weeks may consider their applications unsuccessful.