



音樂改變兒童 兒童創造音樂

九龍深水埗 西邨路
富昌邨富昌商場
1樓108-110商舖
Shop Nos. 108-110, First Floor
Fu Cheong Shopping Centre
Sai Chuen Road, Sham Shui Po, KLN

Music Children Foundation Limited

Contact Telephone No.: 2456 2206 Fax No.: 2456 3227

Contact E-mail: hr@musicchildren.org.hk

Website: www.musicchildren.org.hk

Our Music Children Foundation established in 2013 aims at providing free early music education for underprivileged children with a mission of developing their personal abilities and a sense of community care through ensemble-based musical literacy and to use music as an agent for social changes. We invite high-caliber incumbent to join us in the following position:

Accounting and Administration Officer (Ref No.: MCF/FIN/2017-1)

Major Responsibilities

- Responsible for daily accounting duties including handle of payments according to internal procedures;
- Prepare payrolls;
- Handle full set of accounts;
- Prepare monthly reports and accounting schedules;
- Handle administrative matters; and
- Perform ad hoc duties as required.

Requirements:

- Diploma or above in Accountancy;
- Minimum 2-3 years' relevant experience preferably gained in NGOs;
- Knowledge of Peachtree Accounting System will be advantageous;
- Good communication and interpersonal skills;
- Good command of both written and spoken English and Chinese;
- Able to work flexible hours; and
- Immediate available is highly preferred

Salary and benefits will be commensurate with qualifications and experience. Interested parties, please send a full resume with present and expected salary, and date available to **Human Resources Department, Music Children Foundation Limited, 108-110, First Floor, Fu Cheong Estate, Sai Chuen Road, Sham Shui Po, Kln. ; Or by email to hr@musicchildren.org.hk**

We are an equal opportunity employer and welcome applications from all qualified candidates.

Personal data collected will be treated in strict confidence and used only for recruitment-related purpose. Applicants who have not heard from us within four weeks may consider their applications unsuccessful. All personal data will be destroyed after six months.

Deadline for Application: 10 Aug 2017

www.musicchildren.org.hk contact@musicchildren.org.hk 852 2456 2206