

We are a Catholic multi-service social welfare agency. Applications are invited for the following vacancy:

Unit: Caritas Family Service 明愛家庭服務

Post(1): Senior Administrative Officer (Executive Officer I) (Code: FS-EOI)

Post(2): Administrative Officer (Executive Officer II) (Code: FS-EOII)

Post (1)

Requirements:

Applicant must be a Degree Holder (preferably major in Accounting Studies) or above with good command in both spoken and written English and Chinese. Familiarity and experience in accounting and SWD subvention policy is necessary. Minimum 10 years of working experience in welfare NGO during which 8 years are serving in Service Head Office subvented by Social Welfare Department.

Main Responsibility & Duties :

To assist the Head of Service to oversee all administrative and financial management including budget preparation, monitor procurement and tender procedures; review accounting guidelines periodically, apply and monitor the external funding, assist in handling HR issues and manpower planning for service development; responsible for administrative affairs of the Service and to be in charge of the day-to-day general administration of Family Service Head Office.

Salary: \$62,895 per month (Starting from MPS Pt.28, Commensurate with working experience)

Post (2)

Requirements:

Applicant must be a Degree Holder (preferably major in Accounting Studies) or above with good command in both spoken and written English and Chinese. Familiarity and experience in accounting and proficiency in MS Office is preferable. At least 2 years of relevant working experiences in accounting and administration in which experience in NGOs is an advantage.

Main Responsibility & Duties :

To assist the Senior Administrative Officer and Head of Service to oversee all administrative and financial management including budget preparation, monitor procurement and tender procedures; review accounting guidelines periodically, apply and monitor the external funding, assist in handling HR issues and manpower planning for service development; responsible for administrative affairs of the Service and to be in charge of the day-to-day general administration of Family Service Head Office.

Salary: \$34,060 per month (Starting from MPS Pt.15, Commensurate with working experience)

Working hour: 39 net hours in 5 working days per week

Location: Central

The appointment will be on contract basis and renewable subject to good performance. Application letter quoting the job reference code with resume and contact telephone number should be sent to **Head of Family Service, Room 137 Caritas House, 2 Caine Road, Hong Kong** or email to **chiumay@caritassws.org.hk** by **4 December 2023**. Applicants not invited for interview before **30 December 2023** may assume their applications unsuccessful.

(The personal data of applicants will be used strictly and exclusively for recruitment-related purpose)