

**HONG KONG SHUE YAN UNIVERSITY**  
**Accounts Department**

**Position: Accounting Officer**

**Job Duties:**

- Handle and resolve inquiries on staff claims and payment verification in accordance with established policies and procedures;
- Project vetting, fund monitoring and submission of accurate and timely reports for research projects;
- Assist in month-ended, year-ended closing and liaise during annual audit;
- Responsible for handling full set of account;
- Performing supervisory role of team members;
- Perform any ad hoc duties as assigned.

**Requirements:**

- Tertiary educated / University graduate in Accounting or related disciplines OR Higher Diploma with 5 passes in HKCEE including English OR minimum Level 2 or equivalent in HKDSEE in 5 subjects including English Language;
- At least three years of hands-on experience in accounting, auditing or other related fields;
- Proficiency in software applications including Excel, and Word;
- Good command of both written and spoken English and Chinese; and
- Self-motivated, good communication and interpersonal skills with the ability work independently;
- Applicant with less experience and/or qualifications may be considered for the post of Assistant Accounting Officer.

Salary will be commensurate with qualification and experience.

Applicants should send a completed application form and resume to [accountsoffice@hksyu.edu](mailto:accountsoffice@hksyu.edu)

The application form can be obtained at:

<https://www.hksyu.edu/assets/careers/Application%20Form%20for%20Academic%20Positions.doc>

Review of applications will start as soon as possible and continue until the post is filled.

***Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.***