



香港觀塘有信街 2 號
2 Yau Shun Street, Kwun Tong, Hong Kong
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電郵 Email: rmh@rmhc.org.hk
網址 Website: www.rmhc.org.hk

RMHC HONG KONG Assistant Accountant

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. The mission of RMHC Hong Kong is to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years and worldwide for 49 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit www.rmhc.org.hk

Report directly to Senior Finance Manager, this meaningful job will give you a chance to extend your full potential to make it a great success to our services expansion of the new Ronald McDonald House and contribute to the philanthropy of Hong Kong.



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Key Responsibilities:

- Prepare vouchers, data entry and bank reconciliation.
- Reconciliation of reports extracted from payment platforms.
- Prepare donation receipt to donors.
- Handle enquiry from donor in relation to donation receipt.
- Prepare cheque payments.
- Support the operation of finance team.
- Other ad-hoc tasks as assigned.

Requirements:

- Higher Diploma or above in Accounting or relevant disciplines.
- Minimum 3 years of relevant experience.
- Proficient in using PC application including MS Word and Excel.
- Experience in using accounting systems such as MYOB and Oracle Netsuite are definite advantage.
- Good command of written and spoken English and Cantonese.
- Strong sense of responsibility and detail conscious.
- Ability to perform multi-task and prioritize task.
- Being proactive and be a good team player.

Interested parties please send your CV with present and expected salary to admin@rmhc.org.hk