



Established in 1981, Hong Kong Dance Company (HKDC) was incorporated in 2001 as a charitable and non-profit-making institution, and is financially supported by the Government of the Hong Kong Special Administrative Region. As one of the major performing arts companies in Hong Kong, our mission is to promote Chinese dance with contemporary artistic visions and Hong Kong character. HKDC is now looking for:-

Senior Accounting & Administration Officer

(高級會計及行政主任)

Responsibilities:

- To assist in the handling of payments and receipts, preparation of reports and all other accounting related matters.
- To assist in the keeping of books and accounts of the Company.
- To provide administrative and clerical support to the Finance and Administration Department.
- To perform other related duties as reasonably assigned by the Company.

Qualifications:

- Professional Diploma in Accounting or related discipline, holder of a Bachelor Degree in Business Administration, Accounting or related discipline is preferable.
- Minimum of 2 years related working experiences in accounting and office administration support.
- Have excellent language skills in written and spoken English, Cantonese and Mandarin.
- Detail-oriented, well organized and honest.
- Those with less qualifications and experience may be considered as Accounting & Administration Officer.

Salary and Benefits:

Salary will be commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, annual leave, medical insurance and MPF.

Closing Date:

17 May 2024

Application

Interested parties please submit your application with detailed CV, current salary and expected salary to hr@hkdance.com or by post to the Finance and Administration Manager, 4/F Hong Kong Dance Company, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong.

Applicants are encouraged to submit their applications as soon as possible. The review of applications will continue until post is filled.

All resumes and relevant information will be used strictly for recruitment purposes and will not be disclosed.

Enquiries : 3103 1888

Website : www.hkdance.com