



## EQUAL OPPORTUNITIES COMMISSION

The Equal Opportunities Commission (EOC) is a statutory body charged with the mandate to eliminate discrimination on the grounds of sex, marital status, pregnancy, disability, family status and race, as well as to eliminate sexual harassment, and harassment and vilification on the grounds of disability and race. The EOC promotes equality of opportunities between men and women, between persons with and without a disability, persons of different races and irrespective of family status. It is the EOC's vision to create a pluralistic and inclusive society free of discrimination where there is no barrier to equal opportunities. The following position is available in the **Corporate Planning & Services Division** of the Equal Opportunities Commission (EOC). Applications are invited from qualified candidates:

### **Accounting Supervisor**

**(Monthly Salary of HK\$33,350 to HK\$42,545, three-year fixed-term contract, further employment is subject to review on service needs and performance)**

#### **The Role**

- To supervise an Accounting Assistant in carrying out day-to-day accounting tasks
- To perform accounting and related duties including checking of vouchers, demand notes and IRD returns
- To assist in preparing financial statements and performance reports, analytical reports, and submissions to the Government
- To prepare monthly payroll and related analytical reports
- To prepare audit schedules for external audit
- To undertake any other duties as assigned

#### **The Person**

- A bachelor degree majoring in Accounting / Finance / Business Administration
- At least 5 years' experience in accounting or auditing, 3 years of which should be at supervisory level
- Sound knowledge of accounting and payroll system operations, preferably with practical experience in Government, statutory bodies, NGOs or sizable public organizations
- Very good at financial analysis with proficient computer skills in Microsoft Excel, Word and PowerPoint
- Excellent communication and interpersonal skills; self-motivated and willing to take up extra duties; attentive to details; prepared to work under pressure
- Good command of English and Chinese
- General awareness of issues relating to discrimination and equal opportunities; and committed to EOC's vision and mission

*[Appointment will be on three-year agreement terms renewable depending on service needs and performance. The remuneration package will consist of a basic salary and a cash allowance in accordance with the Commission's policy. The appointee will also be eligible for a gratuity on completion of the agreement subject to satisfactory performance and conduct.]*

#### **To Apply**

Applications (including CV & specifying grades awarded in public examinations), **marked confidential and specifying the post applied for**, should be sent to the Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 29 May 2020**. Candidates shortlisted for further consideration will normally be contacted in around 6 weeks from the closing date of application. The information provided will be treated in strict confidence and will be used for employment purpose only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information on the Commission, please visit our website at <http://www.eoc.org.hk>.

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**