



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE



Accounting Manager

China Hong Kong Paralympic Committee Limited

Job Highlights

- 5% Gratuity on completion of contract
- 14 Days annual leave
- Medical insurance

Job Description

Major responsibilities:

- Manage full set of accounts, including accounts payables, accounts receivable, general ledger, and bank reconciliation.
- Perform month- end and year-end closing procedures in a timely manner.
- Prepare financial management reports (P&L, Balance Sheet), Balance Sheet account schedules, cash flow management and annual budget.
- Handle staff expenses and petty cash reimbursements, payroll, and MPF contribution.
- Liaise with external auditors and ensure financial statements and reports comply with relevant HKFRSs and regulatory requirements.
- Support management with special assignments and financial analysis as needed.

Requirements:

- University degree in Accounting; HKICPA / ACCA / CPA Australia member or finalist is preferred.
- Minimum 6 years of solid accounting experience in month-end closing processes and financial reports preparation; experience in NGO / Non-profit sector is an advantage.
- Proficient in MS Excel and accounting software (e.g. MYOB).

- Strong sense of responsibility, detailed-oriented, self-motivated, and able to work independently.
- Fluent in written and spoken English and Chinese.



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Benefits

Salary will depend on qualifications and related work experience. Annual leave, Mandatory Provident Fund, medical insurance and a 5% end of contract gratuity will be provided.

Application

Please send full resume with cover letter, current and expected salary to China Hong Kong Paralympic Committee Limited (Address: Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong.) or email to hr@paralympic.hk on or before 17 April 2026. Late applications will not be considered.

For those who do not receive our reply after one month from the date of the application deadline should consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only.

As an Equal Opportunities Employer, HKPC is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.