

The Caritas Institute of Community Education (CICE) is constituent college of Caritas Community Education Service dedicated to providing high quality academic, vocational and professional programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following full-time post:

**Administrative Assistant
Finance Unit (Ref.: AA/FU/01/2017)**

Duties and Responsibilities

- Handle daily accounting work and data entry (including A/R, A/P, voucher entry, bank reconciliation, etc.)
- Assist in month-end closing and management reports
- Assist in office administration work and answer enquiries

Qualifications and Requirements

- Passes in 5 subjects in HKCEE including English and Chinese; or Level 2 or above in 5 subjects including English and Chinese in HKDSEE; or equivalent
- Diploma in accounting with LCCI Level 2 or equivalent
- Proficient in spreadsheet & MS Office software application
- Good manners and interpersonal skills
- Work irregular hours when required

Application together with detailed resume stating current and expected salaries should be sent by post to: **Manager, Human Resources, Caritas Institute of Community Education, Room 506, 2 Caine Road, Hong Kong** or by email to recruit@cice.edu.hk no later than 29 September 2017.

(All information provided will only be used for recruitment related purposes.)