



## **The Equestrian Federation of Hong Kong, China 中國香港馬術總會**

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### **Recruitment for an Accountant**

The Equestrian Federation Hong Kong is the National Sports Association for Equestrian Sports in Hong Kong. It aims to promote equestrian sports and support the training and development of athletes. The Federation is recognized by the Sports Federation & Olympic Committee, Hong Kong, China, and is affiliated with the Fédération Équestre Internationale.

#### **Accountant**

##### **Job Summary:**

The successful candidate will be responsible for handling the full set of accounts and providing administrative and HR support to the Head of Finance & Administration, ensuring the smooth day-to-day operations of accounting functions.

##### **Responsibilities:**

- Handle full set of accounts.
- Assist in setting up accounting system.
- Perform accounting, HR and administrative duties.
- Manage month-end and year-end closing processes and prepare financial statements.
- Assist in the preparation of funding applications and reporting.
- Perform other ad-hoc duties.

##### **Requirements:**

- Higher Diploma or above with formal accounting training.
- At least 3- 5 years of relevant experience.
- Knowledge in accounting software (e.g. Zero and MYOB), Excel and Word.
- Reasonable command of written and spoken English, Cantonese & Mandarin.
- Fast learner, analytical minded and well organized

**This position is subvented by the Leisure and Cultural Services Department (LCSD).**

*We offer a competitive salary and benefits package and opportunities for growth and development within our organization. For enquiries and application, please email to [hr@efhkc.org](mailto:hr@efhkc.org). Data collected will be used for recruitment purposes only.*