

The HKWSA is inviting applications for the following post:

(1) Full Time Sports Executive

Main responsibilities for post / Duties:

- Oversee all accounting tasks, for example, procurement, payment vouchers, receipt vouchers, journal voucher, petty cash vouchers, monthly statement, paypal, bank reconciliations, etc
- Monitor & Coordinate income and expenses of courses events/activities for companies.
- Collect and review training/ competition receipts, attendance lists and related documents; prepare expenses reimbursement payments.
- Set up accounting books and accounting system templates (MYOB)
- Assist with annual audit (i.e. prepare statements and communicate with auditor and LCSD).
- Ensure accounts in compliance with accounting and tax laws, and LCSD accounting procedures and guidelines.
- Maintain the membership, coaches, judges databases.
- Assist with HR tasks such as preparing employment contracts, payrolls, MPF payments.
- Attend all internal and external meetings, assist to maintain all minutes as required.
- Undertake any administrative and clerical duties in the office
- Provide secretarial support to the office-bearers and executives of the Association.
- Assist in the organization of local programmes.
- Assist with arrangements for the overseas events.
- Maintain communications with members through social media, referring any particular matters to the related executive committee member(s).
- Other duties as assigned.

Requirements / Qualification:

- An accredited Associate Degree from a Hong Kong tertiary institution/a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent
- A minimum of 3 years' post qualification experience in office administrative work, work experience in NSAs is preferred;
- Qualification in LCCI - Level 2 Bookkeeping & Account or equivalent is an advantage;
- Proficient in MS Office software and accounting software;
- Self-motived, independent with good communication skills;
- Proficient in spoken and written English and Chinese;
- A team worker with passion and willingness to learn new scopes of knowledge;
- Able to work under pressure and meet tight schedules

Benefits:

- Salary of \$25,803/month x 12 months a year. Annual leave, mandatory provident fund and medical insurance will be provided.
- Working hours: 10am-6pm, Mon-Fri, 5-Day week.
Overtime weekend work can be expected during local competitions

This post is subvented by LCSD

Interested parties please send the full resume to hkwsa@hkolympic.org; please contact us at 2504-8168 if you have any enquiry.

Application deadline: 12 Jan 2023