



Recruitment of Contract Post

Executive Assistant (Wan Chai) (Ref : EA / FD)

Key responsibilities

- To handle accurate data entry, prepare accounting vouchers, and maintain organised filing and record-keeping systems;
- To executive general accounting tasks such as processing payments, performing bank reconciliations, and preparing financial schedules;
- To assist in preparing accounts and reconciliation for project audits;
- To provide routine clerical support to the Finance Department; and
- To undertake ad-hoc assignments as required.

Requirements

- Secondary school graduate, fluent in both written and spoken Chinese and English;
- Minimum 2 years of relevant experience and proficient in Microsoft Office, particularly Excel and Word;
- Familiarity with FlexSystem is an advantage; and
- Patient, attentive to detail, and equipped with strong communication and problem-solving skills.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sidebyside.org.hk.

(All information provided will be kept as confidential & only be used for recruitment related purposes)

