

Hong Kong Maritime Museum Limited

The Hong Kong Maritime Museum is a vibrant, cultural institution dedicated to preserving, collecting and displaying objects that tell the story about trade and maritime in Hong Kong and the Pearl River Delta. Our mission is to promote a greater knowledge of Hong Kong, China and Asia's maritime history and the vital role that ships and the sea play in our past, present and future.

Accounts Clerk

Key Responsibilities

- To assist the Finance Manager by undertaking day-to-day data input into the MYOB accounting system;
- To carry out daily, weekly and monthly reconciliations to support the integrity of the museum accounts.

Position Responsibilities

- To review and input all retail POS entries into the MYOB system;
- To facilitate and support on inventory operation;
- To maintain inventory control and assist in physical stock-taking.
- To ensure all purchase invoices are placed in the MYOB system on a daily basis;
- To prepare payments and issue cheques and T/T;
- To perform accounts receivable functions including issuance of invoices and debt-collections;
- To undertake all routine banking arrangements including the depositing of cheques and cash;
- To support daily accounting duty, documentation and filing, pick up and deliver documents;
- To assist in ad hoc assignments;
- Other duties as requested by the Finance Manager.

Education

- LCCI Level 3 or above

Skills

- Proven experience in the operation of the MYOB system and a minimum 3 years' relevant working experience (University graduates with less experience may also be considered);
- Proficient in MS Word, Excel, and accounting software;
- English writing and oral communication skills suitable for such a position is essential;

Interested parties, please email a full CV to willycheung@hkmaritimemuseum.org (c.c. louisaleung@hkmaritimemuseum.org) with your expected salary by 26 October 2018.