

## POSITION DESCRIPTION



TITLE: ACCOUNTS CLERK

RESPONSIBLE TO: FINANCE MANAGER

RESPONSIBLE FOR: DAY TO DAY INPUT OF DATA INTO MYOB ACCOUNTING SYSTEM AND ASSIST IN HANDLING OF THE COMPILATION OF ACCOUNTING DOCUMENTS

### ORGANISATIONAL MISSION

The HKMM is an independent, not-for-profit company responsible for the collection, documentation and presentation of maritime material culture associated with Hong Kong, the South China Sea, and the Pearl River Delta.

Working with the Hong Kong Government, members of the Hong Kong Shipowners Association, academic institutions, cultural and community partners, the HKMM is developing an international standard maritime museum and research centre at Pier 8.

Our mission is to chronicle, analyse and communicate knowledge about the oceans and their dynamic relationship with the past, present and future of Hong Kong, the mainland of China and the world. We particularly explore shipping, maritime trade, naval activity, maritime-related leisure, arts and culture, and the sustainability of the oceans. Through a unique fusion of history, art, and science, the HKMM creates crossover learning experiences for local, regional, and international audiences. Integral to our mission is to be credible, accessible, and inclusive when connecting with our stakeholders' communities.

### POSITION OBJECTIVE

The function of the Accounts Clerk is to assist the Finance Manager by undertaking the day-to-day data input into the MYOB accounting system. He/she is also required to carry out daily, weekly and monthly reconciliations to support the integrity of the museum accounts.

## POSITION RESPONSIBILITIES

1. To review and input all retail POS entries into the MYOB system.
2. To facilitate and provide support to inventory operations.
3. To maintain inventory control and assist in physical stock-take.
4. To ensure all purchase invoices are placed in the MYOB system daily.
5. To prepare payments and issuing cheques, T/T, etc.
6. To perform accounts receivable functions including issue of invoices & debt collections.
7. To undertake all routine banking arrangements including cheque and cash deposit.
8. To support daily accounting duty, documentation, and filing.
9. To prepare petty cash vouchers.
10. To assist in ad hoc assignments.
11. To prepare the monthly schedules.
12. To perform other duties as directed by the Finance Manager

## POSITION ACCOUNTABILITIES

The Accounts Clerk is accountable for

- Accurate and daily updating of the MYOB system.
- Maintenance of a finance filing system.

## QUALIFICATIONS & EXPERIENCE:

- F.5/DSE or above. Diploma holder in accounting or relevant discipline is preferable.
- Experience in the operation of the MYOB (ABSS) system is an added advantage.
- Minimum of 2 years' experience in a similar position.
- Good command of English, both written and verbal. Good communication and interpersonal skills.
- Good MS Office skills are preferable (Word, Excel, Outlook etc.)
- Initiative-taking, responsible, willing to learn and attentive to detail.