



## **LAWN BOWLS ASSOCIATION OF HONG KONG, CHINA**

### **ACCOUNT ASSISTANT**

#### **DUTIES**

Reporting to the Senior Sports Executive, the incumbent is expected to: -

- Perform data and journal entries, bookkeeping, bank reconciliation, and month-end and year-end closing;
- Process of payments and receipts;
- Prepare account analysis and monthly financial statements;
- Assist the preparation of reports to grant giving bodies;
- Support and participate in ad hoc projects as required;

#### **REQUIREMENTS**

- Grade E / Level 2 / “Attained” or above in 5 subjects of HKCEE / HKDSE, including HKCEE English Language (Syllabus B) / English Language, Chinese Language and Mathematics;
- Level II Bookkeeping & Accounts of London Chamber of Commerce and Industry (LCCI) or equivalent is preferable;
- Preference will be given to candidates with prior accounting experience;
- Self-motivated, independent, willing to learn, and able to work under pressure and meet deadlines;
- Proficient in MS Office (Excel & Word) and Chinese Word Processing;
- Experience in using “Xero” accounting software is preferred, but not a must;
- Immediate availability is preferred;

#### **FRINGE BENEFIT**

- Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

#### **APPLICATIONS**

Please send full resume with current salary, contact telephone number, email and postal addresses, and availability to assume duties to the **Honorary Secretary, Lawn Bowls Association of Hong Kong, China**. Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or email: [admin@bowls.org.hk](mailto:admin@bowls.org.hk) on or **before 10<sup>th</sup> September, 2025**.

General information is available at the website <http://www.bowls.org.hk>

All applications will be treated in the strict confidence. Applicants who are not invited for interview within six months may consider their applications unsuccessful.

Data collected will be used for recruitment and other employment-related purposes only.