

POSITION DESCRIPTION



TITLE: ACCOUNTING OFFICER

RESPONSIBLE TO: ACCOUNTING MANAGER

RESPONSIBLE FOR: TO ASSIST IN MONITORING THE DAY-TO-DAY FINANCIAL OPERATIONS OF THE MUSEUM BY SUPERVISING AS WELL AS HANDLING THE COMPILATION OF ACCOUNTING DOCUMENTS AND INPUT OF DATA INTO MYOB ACCOUNTING SYSTEM

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 Accounting Officer is to assist the Accounting in providing the Museum Director timely and accurate information concerning the financial operation of the HKMM, along with its associated entities, i.e. HKMM Trust & HKMM Endowment Trust, and ensure the organization complies with the laws of Hong Kong. His/her key responsibilities are:

- (a) to assist in monitoring the day-to-day financial operations of the Museum by supervising as well as handling compilation of accounting documents and input of data into the MYOB accounting system;
- (b) to carry out daily, weekly, and monthly reconciliations to support the integrity of the Museum's accounts; and
- (c) to assist in the preparation of financial reports.

POSITION RESPONSIBILITIES

1. To oversee all retail POS entries into the MYOB system and reconcile the POS entries against MYOB timely.
2. To oversee inventory entries and conduct physical stock-take.
3. To assist payments and issuing cheques, T/T, etc.
4. To assist in managing the revenue and expenditure of all departments including the Museum gift shop.
5. To assist in monitoring the day-to-day income and expenditure issues and to assist in preparation of the monthly accounts that accurately reflect the financial position of HKMM Ltd and associated bodies.
6. To assist in month-end closing tasks and preparing financial schedules.
7. To assist in providing accurate and up to date financial information to key HKMM stakeholders including financial supporters and government agencies.
8. To assist in ensuring HKMM is in compliance with government regulations.
9. To safeguard HKMM Financial records and ensure they are available for audit and inspection by relevant bodies.
10. To assist in preparation and monitoring of the annual budgets of HKMM Ltd., HKMM Trust, and the HKMM Endowment Trust.
11. To assist in annual audits.

12. To carry out other duties as directed by the Accounting Manager.

POSITION ACCOUNTABILITIES

The Accounts Officer is accountable for

- Timely and Accurate to prepare the financial statements & schedules.
- Supervise the Accounts clerk.
- Monitoring the day-to-day income and expenditure

QUALIFICATIONS & EXPERIENCE

- Degree holder in accounting or relevant discipline is preferable.
- Experience in the operation of the MYOB (ABSS) system is an added advantage.
- Minimum of 5 years' experience in accounting, candidate with less experience will be considered as Accounts Clerk.
- Good command of English, both written and verbal.
- Good communication and interpersonal skills.
- Good at MS Office skills is preferable (Word, Excel, Outlook etc.)
- Self-motivated, responsible, willing to learn and attentive to details.

Note:

Personal data collected are for assessment of suitability for employment. Unless employed, all personal data submitted will be destroyed after the completion of this recruitment exercise. Any personal data request should be submitted to the Executive Officer by email.