

POSITION DESCRIPTION



TITLE: ACCOUNTING OFFICER

RESPONSIBLE TO: FINANCE 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, INPUT OF DATA INTO ACCOUNTING SYSTEM AND ASSIST THE PREPARATION OF FINANCIAL STATEMENT, FORECAST & BUDGETING

REPORTING STAFF: ACCOUNTS CLERK

ORGANISATIONAL MISSION

The Hong Kong Maritime Museum (HKMM) is an independent, non-profit registered charity founded by members of the Hong Kong shipping industry, supported by the business community, individuals and the Hong Kong SAR Government. As a cultural institution, we are dedicated to showcasing and preserving the maritime heritage and contemporary marine environment of Hong Kong and the South China Sea. Rooted in China, but looking to the world, we aim to inspire people's appreciation of their relationship with the sea. By connecting East and West, maritime cultural heritage and sustainable ocean development, we delve into the profound ties between people and the sea. Through our rich exhibitions and educational programs, we hope to cultivate public passion and respect for maritime culture and promote the sustainable development of the marine environment.

POSITION OBJECTIVE

The function of the Accounting Officer is to assist the Finance Manager 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 preparation of financial statement, forecast & budgeting.

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 supervise physical stock-take.
3. To prepare payments and issue 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 the preparation of the monthly accounts that accurately reflect the financial position of HKMM Ltd and associated bodies.
6. To assist in month-end & year-end closing tasks and preparing financial schedules as well as program and/or projects report.
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 & internal audits.
12. To coordinate with various departments on accounting issues.
12. To carry out other duties as directed by the Finance Manager

POSITION ACCOUNTABILITIES

The Accounting Officer is accountable for

- Timely and accurate preparation of the financial statements & schedules.
- Supervise and coach the Accounts clerk.
- Monitoring the day-to-day income and expenditure.

QUALIFICATIONS & EXPERIENCE:

- A degree holder in accounting or relevant discipline is preferable.
- Experience in the operation of POS & the MYOB (ABSS) system is an added advantage.
- Minimum of 5 years' experience in accounting.
- Good command of English, both written and verbal.
- Good communication and interpersonal skills.
- Good at MS Office skills is essential (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 person data request should be submitted to the Executive Officer by email.