



Account Clerk

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We currently have an opening for a part / full time Account Clerk position in the Finance Department. The incumbent will report directly to the Accounting Manager.

The role and responsibilities are as follows:

- Account for the books of The Vine Church and Branches of Hope
- Assist the Line Manager on the handling of daily accounting operation including
 - Account Receivables
 - Account Payables
 - Month-end and year end close
 - Ad hoc project and duties

Job Requirements:

- Accounting Diploma or LCCI Higher
- At least 2 years working experience in accounting role
- Proficiency in using MS Word, Excel
- Mature, independent, responsible and attentive to details with strong analytical mind
- Able to work under pressure and meet tight deadlines

How to apply: Please send your resume and cover letter to hr@thevine.org.hk. Closing date for application is 5pm, 28 October, 2019