

Accounting Officer (Ref.: C2i086)

Job Reference Number: C2i086

Centre for Immunology & Infection Limited

The Centre for Immunology & Infection (C2i) uses novel technology platforms for biomarker discovery and the development of new vaccine and therapeutic strategies.

It is the fruit of a long-standing partnership of more than 20 years between the LKS Faculty of Medicine of the University of Hong Kong (HKUMed) and the Institut Pasteur, Paris, two major international leaders combining their expertise to establish this centre of excellence.

C2i addresses major unmet global and local public health needs with excellent potential for commercial exploitation.

Job Description

Applications are now invited for appointment as Accounting Officer (Ref.: C2i086), to commence as soon as possible, on contract basis with the possibility of renewal subject to satisfactory performance and mutual agreement.

Accounting Officer (Ref.: C2i086)

Responsibilities:

- Handle daily accounting and financial operations
- Process purchase orders & debit notes, and monitor delivery and quality of goods and services
- Follow up staff reimbursement, petty cash distribution & consumption analysis reports etc.
- Maintain accurate and proper record of fixed assets, office supplies and inventory of souvenirs and overall proper account records
- Assist the Finance and Administration Manager to prepare monthly management reports, financial analysis, annual budgeting and quarterly forecast
- Perform ad-hoc tasks assigned by supervisor / management

Requirements:

- Bachelor's degree with good spoken and written English and Chinese
- 2-5 years' work experience
- Fresh graduate and candidates with a lower qualification with relevant work experience will also be considered
- Proficient in MS Word, Excel, PowerPoint with experience in ERP is an advantage
- Excellent telephone etiquette, pleasant, presentable, independent and a strong sense of responsibility
- Proactive and a good team player with a positive attitude, well-organised and detail-oriented mindset with problem solving skills

A competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Applicants should submit their up-to-date C.V., quoting the job reference number, with information of public exam results, current/expected remuneration and earliest availability, to jobs@c2i.hk. Review of applications

will commence as soon as possible and continue until the post is filled. Shortlisted candidates will be invited to attend an interview and/or a written test.

The personal data provided in the application process will be used for recruitment and other employment-related purposes. The personal data may be transferred and disclosed to and used by HKU Innovation Holdings Limited and The University of Hong Kong for the above purposes.

Shuttle bus service is available to/from Hong Kong Science Park for commute. We are an equal opportunities employer and welcome applications from all qualified candidates. C2i thanks applicants for their interest but advises that only shortlisted applicants will be notified of the application result.