

## **HONG KONG INTERNET REGISTRATION CORPORATION LIMITED**

Hong Kong Internet Registration Corporation Limited (HKIRC) is a non-profit and non-statutory corporation responsible for the overall administration of “.hk” domain name system, a critical internet infrastructure in Hong Kong. HKIRC is also responsible for the cooperation with local and international bodies on issues relating to the development and administration of internet domain name systems. We are looking for highly motivated, responsible, independent and proactive candidates for the post of:

**Title: Senior Finance Officer**

### **RESPONSIBILITIES**

- Handle full sets of accounts
- Responsible for handling daily accounting operation
- Assist in preparing monthly financial statements and management reports
- Assist to monitoring the internal controls
- Liaise and coordinate with various working parties, like auditors (both internal and external)
- Perform ad-hoc duties as assigned

### **REQUIREMENTS**

- Degree in Accounting or above in related subjects
- Minimum 7 years accounting experience
- Proficient PC skills in Microsoft Words, Excel & Chinese word processing
- Able to handle multi-system processing
- ERP setup and implementation experience is preferred
- Self-motivated, detail-minded, hard-working & responsible
- Good command of spoken and written English and Chinese, including Putonghua.

Attractive remuneration and fringe benefits will be offered to the right candidates. Interested parties please send Resume with Expected Salary (a must) to the HR Manager at Unit 501, Level 5, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong or email to: [recruit@hkirc.hk](mailto:recruit@hkirc.hk).

The employment agreement will be made with Hong Kong Domain Name registration Company Limited which is a wholly owned subsidiary of HKIRC. Welcome to visit our company web-site [www.hkirc.hk](http://www.hkirc.hk) for more information.

We are an equal opportunity employer. Personal data provided by job applicants will be used strictly in accordance with the company’s notice to employees and prospective employees relating to the Personal Data (Privacy) Ordinance.