



香港仔坊會

AKA

職位空缺編號：**AK2012027a**

僱主名稱：心光盲人院暨學校

職位空缺名稱：維修員

行業：教育服務

工作時間：每週工作 6 天，每週工作 48 小時，星期一至六 11:30~19:30，輪班

薪酬：月薪\$16,000

工作地區：薄扶林

資歷：持有水/電工牌

職責：負責校園設施維修、日常清潔、外勤、搬運、雜務等

備註：有薪年假、強積金、銀行假
歡迎 50 歲或以上人士申請

職位空缺：1





香港仔坊會
AKA

職位空缺編號：**AK2012027b**

僱主名稱：心光盲人院暨學校

職位空缺名稱：高級會計文員

行業：教育服務

工作時間：每週工作 5 天，每週工作 44 小時，星期一至五 08:15~17:00

薪酬：月薪\$15,560~24,070

工作地區：薄扶林

資歷：1.Higher Diploma or above in Accounting, Finance or related disciplines
2.Minimun 3 year's relevant working experience preferably in NGO or Education industry
3.Good command of written and spoken English and Chinese
4.Familiar with e-payment method and SWD subvention experience
5.Able to work under pressure and meet tight deadlines
6.Team player, multi-tasking, self-motivated, detail-oriented and good sense of responsibility

職責：1. Perform daily accounting routines including AR, AP & GL functions, reconciliation of inter-company accounts, assist in month end closing and maintain accounts schedules. Handle full set of accounts and management reports of project.
2. Assist to prepare claims report to funding bodies.

備註：有薪年假、強積金、銀行假
歡迎 50 歲或以上人士申請

職位空缺：1

