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## Accounting Officer

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RESPONSIBLE TO: FINANCE MANAGER

REPORTING STAFF: ACCOUNTS CLERK

### Key Responsibilities:

- To assist in monitoring the day-to-day financial operations of the Museum by supervising as well as handling the compilation of accounting documents and input of data into the MYOB accounting system;
- To carry out daily, weekly and monthly reconciliations to support the integrity of the museum accounts;
- To assist in preparation of a procedure manual of the Accounting Department.

### Position Responsibilities:

1. To oversee all retail POS entries into the MYOB system;
2. To undertake inventory control and supervise physical stock-take;
3. To assist in preparation and monitoring of the annual budgets of HKMM Ltd., HKMM Trust, and the HKMM Endowment Trust;
4. To assist in monitoring the day to day income and expenditure issues and to assist in preparation of the monthly accounts that accurately reflect the financial position of HKMM Ltd and associated bodies.
5. To assist in providing accurate and up to date financial information to key HKMM stakeholders including financial supporters and government agencies.
6. To assist in ensuring HKMM is in compliance with government regulations.
7. To safeguard HKMM Financial records and ensure they are available for audit and inspection by relevant bodies.

8. To assist in annual audits.
9. To assist in managing the revenue and expenditure of all departments including the Museum gift shop.
10. To assist in preparation of a procedure manual.
11. To carry out other duties as directed by the Finance Manager.

**Education:**

- University Degree holder in accounting or relevant discipline.

**Skills:**

- Proven experience in the operation of the MYOB system;
- A minimum of 3 years' experience in a similar position;
- Proficient in MS Word, Excel, and accounting software;
- Good command of English, both written and verbal;
- Good communication and interpersonal skills.