



THE FOOTBALL ASSOCIATION OF HONG KONG, CHINA LIMITED

中國香港足球總會有限公司

Accounting Assistant

Established in 1914, The Football Association of Hong Kong, China Limited (HKFA) is the national sports association for football in Hong Kong. We are committed to enhance football development in Hong Kong. Over the past years, HKFA has been effective in broadening the base of participants and expanding various development programmes on community football covering grassroots and youth football, women's football and futsal. We provide coaching education and referee training courses to increase the supply of qualified coaches and referees to support player development and improve the standards of refereeing. We also organize football leagues, local and international competitions.

Based on the solid groundwork laid in the past years, the continual collaborations with football stakeholders as well as funding support from the FIFA, AFC, the Government of the HKSAR, the Hong Kong Jockey Club and other sponsors, we keep moving in the right directions for the implementation of our new HKFA five year strategic plan, namely "[The Vision 2025 Strategic Plan](#)", which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this government subvented position which will be financially supported by the Leisure and Cultural Services Department. **The successful candidate will be appointed substantively to the post of Accounting Assistant.** Reporting to the Finance Manager, the appointee will be responsible for the following:

Job Descriptions

- Assist the Finance Manager / Senior Accounting Officer in all rounded Finance activities.
- To handle daily payment transactions.
- To handle monthly autopay function for helpers.
- To prepare monthly statement for football clubs.
- To assist in general ledger update and housekeeping.
- To provide clerical and administrative support for the Finance Section.
- To prepare financial report for football matches.
- To prepare gate receipt statement of football matches.
- To handle payments for external coaches, players and helpers.
- To undertake ad hoc projects as assigned.

Qualifications and Experience

- Form 5 or above with 5 passes in HKCEE / DSE (including English, Chinese and Mathematics) is a must
- LCCI level 1 or 2 qualification.
- Minimum 1 year of relevant working experience.
- Knowledge in Flex System is a plus.
- Strong communication and good interpersonal skills.
- Self-motivated, independent and detail-oriented.
- Proficient in MS Office Application.
- Fluent in English and Cantonese.

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical, Group PA, Life Insurance and Dental Insurance to the right candidate.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 28 May 2026.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

<https://www.hkfa.com/en/about-us/organisation/career>

We are an equal opportunity employer and welcome applications from all qualified candidates. Applicants not having heard from us within four weeks from the date of deadline may consider their applications unsuccessful.

The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.