

## **Fire Services Department (Non-Civil Service Contract Vacancy)**

### **Contract Accounting Executive (Full-time)**

**(Salary: HK\$23,585 per month)**

#### **Entry Requirements:**

The candidate should -

- (1) have a bachelor's degree in Accountancy from a Hong Kong university, or equivalent;
- (2) have attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent (see Note 1);
- (3) possess at least 2 years of full-time work experience in audit or financial accounting;
- (4) be proficient in general computer applications, including MS Word and Excel; and
- (5) be a permanent resident of the Hong Kong Special Administrative Region.

Note 1: For appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Note 2: Candidates with working experience in government agencies or public-funded organisations will be an advantage.

#### **Duties and Responsibilities:**

- (1) To assist in budget control;
- (2) To conduct review on financial records;
- (3) To review accounting-related systems and e-payment options;
- (4) To audit financial accounts for non-government funds; and
- (5) To perform other duties as assigned.

#### **Terms of Appointment:**

Successful candidate will be appointed on non-civil service contract terms for 12 months subject to review for further renewal. Selected candidate will be required to work 44 hours including meal breaks from Mondays to Fridays every workweek, subject to the arrangement of supervisors.

### **Fringe Benefits:**

- (1) An end-of-contract gratuity may be granted upon satisfactory completion of the full contract period with consistently high standard of performance and conduct. The amount of the gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) Scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary will be drawn during the contract period.
- (2) 10 days' annual leave under a continuous contract of employment for every 12 months. For employee whose contract period is less than 12 months, his / her number of paid annual leave days will be calculated on a pro rata basis. Rest days, statutory holidays (or substituted holidays), maternity / paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions under the Employment Ordinance (Cap. 57) and the contract terms.

### **How to Apply:**

- (1) **Applicants MUST submit application via the G.F. 340 (Rev. 7/2023) On-line Application System through the Civil Service Bureau's website (<http://www.csb.gov.hk>).** Only on-line applications will be accepted.
- (2) Copies of documentary proof of possession of the required academic qualifications (e.g. transcripts, certificates etc.) and relevant working experiences should be submitted by email to **fsd\_recruit@hkfsd.gov.hk** on or before the closing date of application. Please mark the email subject with the title of the applied job and your on-line application number. **If candidates fail to provide the supporting documents by email as requested on or before the closing date of application, their applications will not be considered.**
- (3) **All applications must be submitted in accordance with the aforesaid methods. Applications not made in the prescribed form or which are incomplete or late will not be considered.**
- (4) Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date of application. As invitation to interview will be sent to applicants by email, applicants should provide an accurate email address in their application forms and check their emails if they receive an invitation. Those who are not invited to interview may assume that their applications are unsuccessful.

### **Enquiry Address and Telephone No.:**

Appointments Section, Fire Services Department, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon (Enquiry Tel. No.: 2733 5837)

**Closing Date of Application: 2 October 2024**

## General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he / she will be invited to attend the interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "*Employ People Based on Their Abilities - Application for Government Jobs by Persons with Disabilities*" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service - Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by email to **[fsd\\_recruit@hkfsd.gov.hk](mailto:fsd_recruit@hkfsd.gov.hk)** on or before the closing date of application.
- (h) Towards the application deadline, the on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.