



Maryknoll Convent School has been providing all-round, quality and affordable education for girls since 1925. Our school provides our staff members with a caring work environment in a beautiful campus setting where every individual is valued and respected.

1) Accountant / Accounting Clerk (immediate)

- Diploma holder in accounting / LCCI level II or relevant accounting qualification
- Minimum 3-5 years relevant working experience, preferably in school setting
- Responsible for a full set of accounting records, reconciling accounts regularly, budget related matters, and ensuring the accounting documents comply with financial regulation.
- Support Pay-roll, MPF, Provident Fund and employer's return of remuneration for staff
- Provide support related administrative matters of the school
- Strong work ethic, enjoys collaboration, willing to learn, and able to work independently

Interviews will start as soon as applications are received.

Please send a cover letter with a detailed resume, expected salary and availability to the Principal, Maryknoll Convent School (Secondary Section), 5 Ho Tung Road, Kowloon or by email to gen_off2@mcs.edu.hk.

(Personal data collected will be used for the purpose of recruitment only)