HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine ("HKAM") was established by the HKAM Ordinance (Cap 419) in 1993. HKAM is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. HKAM is looking for a candidate to fill the following post.

Accounting Executive
(6-month Contract)

The appointee will be supporting the Accounting Team to handle day-to-day accounting work independently and support month-end closing.

Main Responsibilities:

- Handle day-to-day bookkeeping, prepare accounting vouchers and journal entries, and assist in maintaining a full set of accounts.
- Prepare invoices, process receipts and payments, and follow up on outstanding receivables and payables.
- Prepare monthly bank and ledger reconciliations and follow up on discrepancies.
- Assist with month-end closing and prepare accounting schedules, reports and supporting documents for audit.
- Perform other accounting and clerical duties as assigned.

Requirements:

- LCCI Higher qualification in Accounting, a diploma or above in Accounting, or an equivalent qualification.
- At least three years of relevant accounting or bookkeeping experience, including hands-on experience in managing general ledger operations, reconciliations and month-end closing. Experience in maintaining a full set of accounts is an advantage.
- Knowledge of DacEasy Accounting software is a definite advantage.
- Proficiency in Microsoft Office, particularly Excel.
- Knowledge of using Artificial Intelligence tools for accounting operations is an asset.
- Good command of written and spoken English and Chinese.
- Well organised, attentive to detail and able to work independently and meet deadlines.

The initial appointment is for six months, and renewable subject to the satisfactory performance and the operational needs.

To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **10 December 2026**.

Chief Executive Officer
Hong Kong Academy of Medicine
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

(Please mark "AE" on the envelope or email subject)

Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.