

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objectives of the Ordinance include the prohibition of conduct that prevents, restricts or distorts competition in Hong Kong.

The Competition Commission is seeking interested applicants to join its professional teams for the following position:

## **Temporary Accounting Assistant (Ref: CC/TAA20220805)**

### **Responsibilities**

- Assist in performing compliance check on procurement documents and other payment requests to ensure adhering to internal policies and guidelines;
- Support daily accounting duties such as voucher preparation, payment processing, staff disbursement checking, debit note and various registers update;
- Support month end and year end closing procedures including preparing bank reconciliation, month end schedules and reports;
- Support annual audit;
- Provide clerical and administrative support to the team; including filing, scanning and data entry, etc.; and
- Perform ad hoc tasks.

### **Requirements**

- Degree in Accounting or related disciplines;
- 5 passes in HKCEE/HKDSE including English Language, Chinese Language and Mathematics; or equivalent;
- Proficiency in MS applications;
- Good command of English and Chinese;
- Good accounting knowledge and attention to details;
- Good interpersonal and communication skill; and
- Immediate available is preferred.

*Candidates with more experience may be considered for a more senior position and a salary that is commensurate with their qualifications and experience.*

## **Terms of Appointment and Remuneration Package**

Terms of Appointment: Appointment will be offered on 1 year fixed-term contract.

Basic Salary: The basic salary will be commensurate with the candidate's qualifications and experience.

Contract-end Gratuity: 10% of the basic salary (including 5% employer's contribution of MPF)

## **Application:**

Interested applicants should submit their applications at the Commission's Job Application System at [https://www.compcomm.hk/en/about/career/current\\_vacancies.html](https://www.compcomm.hk/en/about/career/current_vacancies.html).

The closing date for application is **19 August 2022**.

Where a large number of candidates meet the specified entry requirements, the recruiting section may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the written test and/or interview. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of the recruitment process being completed by the appointment of a candidate for the relevant position.

Pursuant to the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and correction of their personal data held by the Commission. Requests for access to or correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at [www.compcomm.hk](http://www.compcomm.hk). The Commission is an equal opportunity employer.