

The Estate Agents Authority is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

## Senior Clerk (Finance)

(Ref No.: EAA-2024/12)

### Key Responsibilities

The incumbent will be posted to the Finance and Administration Section to handle the following:

- Perform Shroff duties including collecting payment from applicants, and input data for the collection of payments in the system
- Perform general accounting work and payment processing
- Handle daily cheque payments and prepare payment vouchers
- Support the daily bank-in process and record maintenance
- Prepare bank reconciliation and accounting schedules
- Assist in user support of accounting system maintenance
- Provide support for other clerical duties

### Requirements

- Level 2 or above in 5 subjects in the HKDSEE OR 5 passes in the HKCEE, including Chinese Language and English Language (Syllabus B), or equivalent
- At least 3 years' clerical experience
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese wordprocessing)
- Strong common sense and self-motivated
- Numerically sensitive, meticulous and be a team player
- Multi-tasking and able to work under a tight schedule
- Good interpersonal and communication skills

### Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

### Application Procedure

Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or via email at [hr@eaa.org.hk](mailto:hr@eaa.org.hk) not later than **28 June 2024**. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply. Please mark "Private and Confidential" on the envelope and quote the post applied for and its reference number on the envelope.

*Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.*

**WE ARE AN EQUAL  
OPPORTUNITIES EMPLOYER**

