Officer (Budget and Resources Management)
(Ref. No. TND-FM-OBRM-COW)

Responsibilities:

Reporting to the Manager (Budget and Resources Management), the appointee will mainly perform the following duties:

- To monitor budgets, capital expenditure and forecasts
- To process reimbursement claims, invoices and vouchers
- To prepare manpower, material and repair cost calculations for cable damage cases caused by third parties to support cost recovery by the responsible department
- To maintain fixed asset records and support asset management activities
- To prepare project, audit and regulatory reports
- To support budget preparation, year-end closing and general administration for frontline staff

Requirements:

- Bachelor's degree in Business Administration, Accounting or related disciplines
- A minimum of 5 years' work experience in administration in sizable organisations
- Proficiency in SAP system and Microsoft Office 365 applications, including but not limited to Chinese input, Outlook, PowerPoint and Excel
- Knowledge of business or accounting practices, budget planning and monitoring
- Strong coordination skills and operational discipline preferred
- Good command of English and Chinese languages, both spoken and written

Working Location : Ap Lei Chau, transportation to be provided.

Application:

If you are interested in this position, please send your resume and the Application Form **(in PDF format)** to the Human Resources Division, The Hongkong Electric Co., Ltd. at recruit@hkelectric.com. Please also visit our website to know more about our Company http://www.hkelectric.com.

Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: TND-FM-OBRM-COW-Last Name First Name Other Names *(if applicable)*

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)