**Finance and Office Administration Officer**

Mind HK, an initiative from Patient Care Foundation Limited, a Hong Kong registered charity, is seeking an experienced Finance and Office Administration Officer. This role would suit someone who has an interest in mental health and is looking for a work-life balance position. Working hours are negotiable, starting on a 3-day week, with the potential to increase this in line with Mind HK’s organisational growth.

**Person Specification:**

* Experience in financial administration, with an accountancy background
* Experience with Quickbook, or similar financial software
* Good working knowledge of Word, Excel, Powerpoint, Google Docs and Google Sheets
* Experience with Mailchimp, Eventbrite, Canva and other marketing software
* Fast adopter of office software packages
* Interest in mental health and wellbeing
* Bi-lingual (English and Cantonese)

**Job Specification:**

**Financial Administration**

* Develop and maintain financial analysis and reporting
* Prepare finance reports and account reconciliation reports
* Maintain general and subsidiary ledgers
* Manage account payable and receivable activities
* Prepare financial reports and statements as required
* Prepare and adjust finance journal entries as required
* Reconcile monthly general ledger balance, invoices and credit card statements
* Maintain financial records and files
* Assist in setting and managing budgets
* Prepare and raise invoices, and monitor payments

**Office Administration**

* Maintain filing system, electronic and paper
* Manage office supplies and equipment
* Maintain and manage mailing and donor lists
* Manage office facilities, liaising with building management, service providers and vendors
* General office support, etc.
* Checking and triaging email accounts
* Manage organisation calendar and maintain staff leave staff records
* Event management support and coordination
* Any other administration tasks as required

Interested parties can email: hr@mind.org.hk