



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree level or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talents to join us.

**Contract Clerk (Finance and Accounts) (Ref: CC(FA)-03/24)  
(with 24-month Fixed Term Contract)**

Major Responsibilities:

- Perform accounting duties on receipts and expenditure of training programmes;
- perform general accounting functions; and
- handle the disbursement of retraining allowance.

Entry Requirements:

- 5 subjects including Chinese Language, English Language and Mathematics at Level 2 or equivalent (Note) or above in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or
- 5 subjects including Chinese Language, English Language (Syllabus B) and Mathematics at Grade E / Level 2 or above in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- holder of LCC intermediate level or above;
- with at least 3 years' experience in accounting;
- good PC skills including MS Word and Excel;
- knowledge in Flex Account system is preferred; and
- independent, responsible and good in communication skills.
- Applicants may be considered for other related positions should suitable vacancies arise.

**Note:**

“Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

Remuneration and Terms:

ERB is an equal opportunity employer. The successful candidates will be appointed with 24-month fixed contract terms. We offer competitive packages commensurate with

qualifications and experience. In addition to 5-day week, we provide gratuity, various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to [hr@erb.org](mailto:hr@erb.org) or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **10 April 2024**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.