



## Contract Assistant Finance Manager II

[Salary: HK \$36,570 to \$56,270 plus 10% Year-end Incentive Payment]

### Main Responsibilities

To perform professional duties such as budgeting, financial accounting, cost and management accounting, development / implementation / use of financial systems (including Enterprise Resource Planning system), internal audit, investigatory accounting and loan / fund management. Successful candidates will be subject to posting to different finance fields when required.

### Entry Requirements

- (i) (a) A Bachelor Degree in Accountancy from a Hong Kong university, or equivalent, or be a registered student of the Hong Kong Institute of Certified Public Accountants' Qualification Programme (QP) and have completed the Associate Level of QP, or equivalent; or
  - (b) A Member of the Hong Kong Institute of Certified Public Accountants (HKICPA), or equivalent;
- (ii) Level 2 ("Grade E" before 2007) or above in Chinese Language and English Language ("Syllabus B" before 2007) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- (iii) with at least 2 years' relevant working experience;
- (iv) proficient in Microsoft Excel, Word and PowerPoint; and
- (v) self-motivated and have strong analytical ability and good interpersonal skills.

*Note 1: Applicants possessing **both** the academic and professional qualifications as stipulated in (i)(a) & (b) would be advantageous.*

*Note 2: Written skills of candidates will be assessed during the interview.*

**Closing Date of Application: 26 June 2026**

## **Terms of Appointment**

The appointment will be on Housing Authority regular terms of employment, with continuous employment being offered till an employee reaches the prevailing retirement age upon passing the probationary period. A competitive pay package, which is commensurate with the employee's qualification and experience, will be offered. On top of the base salary, the employee may receive a year-end incentive payment at 10% of the total base salary received upon satisfactory completion of every full year of service. An employee who has completed no less than six months of service by the end of the first calendar year of his/ her employment may also receive a year-end incentive payment calculated on a pro-rata basis. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

## **How to Apply**

Application form [HD917 (Rev. 2024)] is obtainable from–

- (i) the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road;
- (ii) the Hong Kong Housing Authority website  
(<https://www.housingauthority.gov.hk/en/common/pdf/global-elements/forms/general-information/HD917.pdf>); or
- (iii) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed forms, together with copies of –

- (a) supporting documents of working experience;
- (b) resumé showing detailed job descriptions of all current and previous employment; and
- (c) copies of certificates and transcripts (for holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority)

must be submitted on or before the closing date for application **via one of the following means** –

By post – Please submit to the postal address below and specify “Application for the post of Contract Assistant Finance Manager II” on the envelope. To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to the Hong Kong Housing Authority and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from insufficient postage. The first postmark date on the envelope will be regarded as the date of submission of the application form and / or copies of supporting documents.

Online submission can also be made through:

- (1) the GovHK (<https://eform.one.gov.hk/form/hou030/en/>);
- (2) the Hong Kong Housing Authority website (<https://www.housingauthority.gov.hk/en/global-elements/forms/general-information/index.html>); or
- (3) iAM Smart (<https://www.iamsmart.gov.hk/en/e-service-eform.html>)

Candidates who apply online should submit all supporting documents to the Appointments Sub-section of the Hong Kong Housing Authority (see the address below) on or before the closing date for application. Please specify “Application for the post of Contract Assistant Finance Manager II” on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents.

In person – You may also submit your application form and supporting documents to the application drop-in box located at the reception counters on the ground floor at the atrium of the Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong.

Applications will be processed according to the qualifications attained and working experience obtained by the applicant by the closing date for application. Where a large number of candidates meet the specified entry requirements, the shortlisting criteria may be devised to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the interview.

Applications which are not made in the prescribed form, or incomplete, or not signed, or without the required supporting documents, or late, or submitted by email or fax will not be considered. As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information. Candidates who are invited for interview will normally receive an invitation by email in about eight to ten weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

All information provided will be treated in strict confidential. Personal data collected will be used for appointment-related purpose only.

**Postal Address and Enquiry Telephone:**

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon  
(Enquiries: Ms Wong at 2761 7546)