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| **香港表達藝術治療協會**  **Expressive Arts Therapy Association of Hong Kong**  **邀請專業會計服務報價**  **Invitation for Professional Accounting Service Quotations** |
| 為確保香港表達藝術治療協會（以下簡稱：協會）的財務穩健及有效的財務管理，我們現正公開邀請專業會計服務之報價，並誠摯歡迎合適的會計師或相關專業人士提供報價，以供我們考量。 我們將以項目形式（Project-based）購買相關服務，而所需服務期由2024年12月1日起至2025年5月31日。申請人請於2024年10月31日前提供個人履歷/公司資料，並填妥附件的報價回條，以標題為《專業會計服務報價》，電郵至chair@eatahk.org。  To ensure the financial stability and effective financial management of Expressive Arts Therapy Association of Hong Kong (hereinafter: EATA HK), we are publicly inviting quotations for professional accounting services. We sincerely welcome qualified accountants or relevant professionals to submit their proposals for our consideration. We will purchase the required services on a project basis, with the service period starting from 1st December 2024 to 31st May 2025. Candidates are requested to provide their personal resume/company information and complete the reply slip for quotation in appendix by 31st October 2024, with the title "Quotation for Professional Accounting Services," sent via email to chair@eatahk.org. |
| 主要職責：   1. 獨立處理全盤會計帳目； 2. 管理財務會計職能的工作，包括法定及財務報告、審計和財務職能； 3. 日常賬目結算，日常開支結算等維護財務系統； 4. 處理應收/應付帳款和其他財務交易結算，例如銀行存款的發票結算、退錢票據和會費結算； 5. 跟進協會月結帳及年審稽核； 6. 處理2023-24年度及2024-25年度的年結帳目及年度審計，並於2025年4月30日前完成有關年結帳目及年度審計； 7. 及時準確地提供完整的財務報告；及 8. 向協會提供與會計相關的專業諮詢及援助。   Major responsibilities:   1. Handling a complete set of accounting records independently; 2. Managing accounting duties, including statutory and financial reporting, auditing and financial operations; 3. Managing daily account operations and maintaining the financial systems; 4. Calculating accounts receivable/payable transaction and other financial settlements, including invoice reconciliations, refund notes, and membership fee payments; 5. Following up on the monthly settlement and annual audits; 6. Completing the financial reports and annual audit for the fiscal years 2023-2024 and 2024-2025 by 30th April 2025. 7. Completing accurate and comprehensive financial reports on time; 8. Providing professional accounting-related assistance and consultation to EATA HK. |
| 申請人具備以下條件，將會獲優先考慮：   1. 會計或相關專業本科及以上學歷； 2. 持有 HKICPA/ACCA會員或同等資格； 3. 至少3年會計工作經驗；及 4. 分析能力強，注重細節，具有良好的溝通能力；能夠獨立工作；及 5. 精於使用MS Word、Excel及會計軟件；及 6. 熟悉電腦處理、懂中文及英文打字。   Candidates meeting the following criteria will be given priority consideration:   1. A Bachelor’s degree or higher in accounting or a related field; 2. Membership of HKICPA/ACCA or equivalent qualifications; 3. A minimum 3 years of accounting work experience; 4. Strong analytical skills, detail-oriented, good communication abilities, and capable of working independently; 5. Proficient in MS Word, Excel and accounting software; and 6. Familiarity with computer processing, and proficiency in Chinese and English typing |
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| **報價回條**  **Reply Slip for Quotation** | | | |
| 致 To：chair@eatahk.org | | | |
| 定額收費 (HKD)：  Fixed price (HKD): | |  | |
| \*其他項目收費報價(如有)：  Other quotation items (if any): | |  | |
| 申請人姓名：  Candidate’s name: | |  | |
| 聯絡電話：  Contact number: | |  | |
| 聯絡電郵：  Email address: | |  | |
| 申請人所屬公司(如有)：  Candidate’s company name (if any): | |  | |
| 申請人是否持有 HKICPA/ACCA會員或同等資格?  Does the candidate have professional qualifications such as HKICPA or ACCA or equivalent? | | | 是 Yes /  否 No |
| 承上題，如否，請在下欄說明申請人所持有的資格。  Please provide the professional qualifications of the candidate if they do not have HKICPA or ACCA: | | | |
| 所持有的資格： Other professional qualifications: | |  | |
| 申請日期：  Date of application: | |  | |
| 申請人簽署：  Candidate’s signature: | |  | |
| 申請人所屬公司印章(如有)：  Candidate’s company stamp (if any): | |  | |
| \*如有其他報價項目或安排，可在以下欄填寫，以供考慮。  \*If you have other quotation items or arrangements, please fill in the following column for consideration. | | | |
| 其他報價項目或安排：  Other quotation items or arrangements: |  | | |