



香港戒毒會

THE SOCIETY FOR THE AID AND
REHABILITATION OF DRUG ABUSERS

戒往開來
傳承關愛

Decades of devotion
Love across generations



The Society for the Aid and Rehabilitation of Drug Abusers (SARDA), established in 1961, is the largest provider of voluntary drug treatment and rehabilitation services in Hong Kong. We adopt medical psycho-social counselling model in providing free and diversified drug treatment and rehabilitation services to drug abusers on a voluntary basis, regardless of age, gender, race and religion.

SARDA has gained various awards from the society including “Hong Kong Spirit Ambassador”, “Top Ten Best Practice Social Services Projects by HK Council of Social Service”, “Touching CSR Award of the Association of Distinguished Corporation” and “Hong Kong Ten Outstanding Community Services”.

We are sincerely inviting applications for the following post:

Clerical Officer (Accounts Unit)

Job Ref: (563) in ADM 525/01 VII (SD)

Key Responsibilities

- Process full payroll cycle including monthly payroll calculation and other payments, MPF/ORSO contribution, tax returns and other payroll associated matters including performing accounting work for payroll transactions, cost allocation and reconcile payroll accounts in the general ledger;
- Prepare funding reports on a timely basis and liaise with various funding bodies for monitoring project progress and funding reimbursement matters;
- Prepare management reports and financial analysis schedules, including month-end and year-end closing and liaise with auditor;
- Support daily operations in the Accounts Unit, including but not limited to preparing and/or processing journal entries and reviewing payment requests; and
- Participate in annual budgeting and cash flow forecasting.

Qualifications

- Have a bachelor's degree with at least 4 years of relevant experience, preferably in Government or public sector organizations;
- Level 2/ Grade E or above in five subjects including Chinese, English (Syllabus B for 2006 or before) and Mathematics in the HKDSEE/ HKCEE or equivalent;
- Good communication skills in both Chinese and English;
- Well versed with Microsoft 365 and Excel; and
- Familiarity with Multiable M18 HCM system and FlexAccount system is advantageous.

Remuneration

The monthly salary is HK\$36,850.

Application

1. Filling in the [online application form](#); or
2. Sending the completed [application form](#) together with cover letter and CV by mail to Administrative Secretary, SARDA, 3/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong.

Deadline: 13 August 2026

(The Society reserves the right not to fill the post.)

General Notes

All applications will be treated in the strictest confidence. Personal data provided will be used only for the purpose of recruitment. Applicants have a right to request, in writing to the Administrative Secretary of SARDA, access to and correction of personal data collected from them.