



社會工作者註冊局 SOCIAL WORKERS REGISTRATION BOARD

Executive Manager (Accounting)

The Social Workers Registration Board (SWRB) is an independent statutory body established under the Social Workers Registration Ordinance (Cap. 505). It is responsible for matters relating to the registration of social workers (RSWs) and, ultimately protects the interests of service users and the general public.

We are seeking a proactive, detail-oriented individual to oversee financial operations, ensure accuracy in reporting, and provide strong leadership in a collaborative and supportive work environment.

Major Responsibilities:

Reporting to the Deputy / Assistant Registrar, the appointee will:

- handle the Board's accounts, follow up on audit work and oversee petty cash;
- handle verification procedures for registration;
- handle matters relating to Continuing Professional Development (CPD) framework to be implemented, such as budgeting and compliance checks; and
- undertake any other duties as assigned.

Requirements:

- Degree holder in Accounting, Finance, or related disciplines, with a recognized Professional Accounting Qualification (e.g. HKICPA / ACCA or equivalent);
- At least five years of relevant post-qualification experience, preferably in accounting and general administration; experience in statutory bodies or public sectors will be an advantage;
- Sound knowledge of accounting standards, financial reporting, budgeting, internal controls, and statutory compliance requirements;
- Strong analytical, organizational, and interpersonal skills, with the ability to manage multiple priorities and meet deadlines; and
- A good command of written and spoken Chinese and English, with proficiency in Chinese word processing and MS Office (particularly Excel).

Employment Terms:

The post is remunerated in accordance with the Hong Kong Government's Master Pay Scale (Point 16 to 21, currently \$37,585 - \$47,950), with a 5-day work week, 14 days annual leave, MPF, medical and dental benefits.

Date for Application Review: 2 November 2026

(Applications would be considered until the post is filled.)

Application:

A detailed resume including your qualifications and experience, current/expected salary, and earliest availability should be sent to the SWRB Board Office by quoting the position applied via email at asstregistrar@swrb.org.hk. Shortlisted candidates will be invited to a written test and/or interview. Applicants not notified within 8 weeks from the application review date should consider their applications unsuccessful.

The SWRB is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities at <https://www.eoc.org.hk/en>.