Hong Kong Economic and Trade Office (Toronto)
Vacancy for Financial Accounting Assistant

The Hong Kong Economic and Trade Office (Toronto) is the official representative of the Government of the Hong Kong Special Administrative Region in Canada. It is now inviting applications for the position of Financial Accounting Assistant.

Entry Requirements

- Diploma or above
- Proficient in English and Chinese
- Legally eligible to take up employment in Canada
- At least 3 years of relevant working experience

Key Responsibilities

The Financial Accounting Assistant will be responsible for performing accounting and finance related duties, including:

a) Settling payment of invoices, and maintaining up-to-date ledgers on payments and expenditure under appropriate heads and categories;
b) Arranging payment of salary, allowances, social security contributions and contribution to insurance schemes, etc.;
c) Controlling and settling payment of claims for staff expenses;
d) Controlling imprest and preparing for monthly reconciliation for vetting; and
e) Performing other duties as assigned by senior officers.

The monthly salary of the post ranges from $4,367 to $4,952, commensurate with qualifications and experience. The successful candidate will initially be appointed on a one-year contract. Contract gratuity will be granted upon satisfactory completion of the contract.

Applications should be submitted by e-mail, with a cover letter and resume, to info@hketotoronto.gov.hk **on or before November 20, 2026**. Candidates selected for interview will be contacted within four weeks from the closing date. For enquiries, please contact the acting Office Manager at 416-924-5544.