



RAS Financial Assistance Administrator

Refugees Opportunity and Development (ROAD) Programme is an initiative of The Vine Community Services Limited (VCSL). The focus of ROAD is to provide assistance to the Refugee and Asylum Seeker (RAS) community. ROAD programme provides social support, financial assistance, and educational opportunities to the RAS community.

Currently, we have a full time position that directly reports to the ROAD Programme Manager. This position will require the person to work on Sundays and some evenings.

Job Description

- Responsible for financial payouts to the RAS community including assistance, educational program assistance, emergency assistance and transportation.
- Prepare and keep proper records of RAS member's attendance at various meetings.
- Update and alert ROAD team on current RAS member's status in respect of financial eligibility.
- To man the kitchen and food for RAS fellowships and other events as needed.
- Work with Line Manager, Case Worker and Accounting Team for processing of paper work and accounting procedure; and allocation of finances during the week.

Job Requirement

- Minimum qualification of a degree or equivalent is required.
- Highly organized, self-driven with proven administrative experience.
- Good computer skills, discrete and sensitive to details.
- Good command of English, both written and spoken. Cantonese or French will be a bonus.
- Able to work with cash and numbers, and possess great interpersonal skill.
- Catering and hospitality skills will be excellent.

How to apply

Please send your cover letter, resume and any relevant references to hr@vcsl.org. Closing date for application is 5pm, June 22, 2018