

Finance Manager (Ref: 2400430)

Finance Office

The appointee will play a crucial role in guiding strategic decision-making by performing financial planning and analysis duties. The appointee will also lead system development and enhancement projects to increase efficiency. He/ she is responsible for the following duties and tasks:

- Develop and manage the financial planning process, including budgeting, scenario modeling, costing and financial analysis;
- Lead the preparation of management reports and presentations for various stakeholders;
- Troubleshoot issues on current financial system, and work closely with IT and external vendors to develop/ improve systems that support finance operations;
- Act as the business analyst for the Finance Office and lead business process re-engineering initiative and implementation of new or enhanced finance-related workflows, systems and tools, where necessary;
- Coach and provide feedback on the performance of team members under supervision; and
- Perform any other duties as assigned.

Applicants should have a recognized degree and be a qualified accountant. Applicants with IT, computer science, engineering, business administration and relevant background with experience in higher education and statutory body may also be considered. They should have at least 8 years of relevant working experience, of which 5 years must be in a supervisory position preferably gained in tertiary institutions or large organizations. Applicants with solid experience in budgeting, financial modelling and reporting are highly preferred. They should also be analytical with the ability to work independently; excellent PC skills in MS Excel and Word; hands-on experience in Oracle financial systems or other similar integrated financial/accounting systems; good writing, presentation, and communication skills; strong self-initiative; the ability to work under pressure and meet tight deadlines; and high proficiency in both English and Chinese. The ability to speak Putonghua will be an advantage.

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Finance Manager which holds the substantive post of Assistant Finance Manager in the University.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 21 May 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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