

Assistant Finance Manager / Accounting Officer II (Ref: 2200698) Finance Office

The appointee will be responsible for one or more of the following duties: budgeting; financial and cost analysis; preparation of annual financial statements; implementation of financial applications; review of internal control and accounting policies and procedures; and perform any other duties as assigned.

Applicants should have a recognized degree in Accountancy or a related discipline and be a qualified professional accountant with at least 8 years of relevant accounting/audit experience, preferably gained in tertiary institutions or large organizations. They should also be analytical; and 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. Applicants with less working experience may be considered for the post of Accounting Officer II.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 on or before **19 August 2022**. 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/jobsoff/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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