

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30th anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Senior Finance Manager (Audit) / Finance Manager (Audit) (Ref: 2400254) Finance Office

At present, the University has engaged an outsourced internal audit service provider to provide an independent and objective assurance on the University's effectiveness in risk management, internal control, compliance and governance processes, and to assess the efficiency and effectiveness of the University's operations.

The Senior Finance Manager (Audit) / Finance Manager (Audit) will assume the role of the Secretary of the Audit Committee and will be responsible to the Audit Committee functionally and to the management administratively. The appointee will assist in management of the internal audit reviews and consulting activities currently outsourced as well as reporting to senior management and the Audit Committee. The appointee will also propose, plan, lead and perform management review projects that are a mix of compliance type of reviews as well as consulting and advisory nature of reviews focusing on process efficiency and effectiveness and internal controls optimization. He/she is responsible for the following duties and tasks:

- Co-develop with the independent internal audit service provider on the 3-year internal audit plan as well as the annual internal audit plan for the senior management's and Audit Committee's approval;
- Coordinate with the independent internal audit service provider on each internal audit review;
- Lead, plan and conduct consulting, operational, efficiency, financial, regulatory, and compliance management reviews;
- Assist the management in the annual university-wide risk assessment and management exercise, that includes i) development of risk management strategies; ii) risk identification and assessment; iii) risk treatment (compliance with regulatory requirements, and crisis response and business continuity planning); iv) monitoring and reporting and v) continuous improvement.
- Coach and provide feedback on the performance of team members under supervision; and
- Any other duties assigned by the Audit Committee, senior management and Director of Finance.

Applicants should have a recognised degree and professional accounting qualifications; at least 12 years of relevant working experience with no less than 5 years of which in managerial positions in sizable organizations for the Senior Finance Manager (Audit); familiarity with policies and practices in UGC-funded institutions; strong leadership and supervisory skills; and proficiency in both English and Chinese. Applicants should possess the ability to demonstrate values by generating innovative solutions to optimize workflow and process efficiency while upholding internal control standards and environment; and the ability to propose improvements to process efficiency and internal controls that are balanced with organizational objectives and capabilities.

Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Project Management Professional (PMP) designation/certification or equivalent professional certifications in accounting, finance, risk management, information system management or project management is highly preferable. Experience with consulting firms and the big-4 professional firms in consulting services, business process re-engineering, internal controls review, internal audits, system implementation is highly preferred. Applicants with good knowledge in other related fields who demonstrate strong competence may also be considered. Applicants with less experience will be considered as Finance Manager (Audit).

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Senior Finance Manager (Audit) or Finance Manager (Audit) which holds the substantive posts of Finance Manager or Assistant Finance Manager respectively 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 15% / 10% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 4 April 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. 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>.

EdUHK is an Equal Opportunities Employer.

