

Assistant Finance Manager (Two posts) (Ref: 2500312)

Finance Office

The appointee will be responsible for one or more of the following duties: financial accounting, management accounting, investment and treasury functions, projects control as well as ad hoc analysis and costing exercises. He/she will also be required to provide support to the academic leaders on the financial management of project funds and supervise supporting staff in performing accounting duties.

Applicants should possess a Bachelor's degree in Accountancy and preferably CPA designation, with at least 4 years of relevant working experience in the tertiary institutions, big-4 professional firms or large organizations. He/she should have excellent PC skills in Advanced MS Excel and Word, hands-on experience in Oracle financial systems or other similar financial/accounting systems. Applicants should exhibit excellent interpersonal skills, good writing and presentation skills, the ability to work in a dynamic environment under pressure and tight timelines. He/she should also be highly proficient in both English and Chinese and a good team player with a strong analytical mind.

The candidate should have:

- A recognized degree in accountancy and preferably CPA designation;
- At least 4 years' working experience in the tertiary institutions, big-4 professional firms or large organizations are highly preferable;
- For the post of Investment and Treasury team, prior experience in the treasury function and investment products is highly preferable;
- Self-motivated, organized with strong communication skill and sense of ownership;
- Able to work in a dynamic environment under pressure and tight timelines;
- Logical mind with service mindset, self-motivated with strong sense of responsibility; and
- Hands-on experience in Oracle financial systems is highly desirable.

Salary will be commensurate with qualifications and experience.

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 appointee will hold a substantive rank of Accounting Officer II in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV. **Review of applications will start from 30 April 2025, 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>.

EdUHK is an Equal Opportunities Employer.