

## **Assistant Finance Manager (Ref: 2500883)**

### **Finance Office**

The appointee will be responsible for financial accounting, management accounting and project control including financial management for external-funded projects such as QEF, PPR, RGC and other funding bodies.

#### **Responsibilities:**

- Handle the full process of finance-related matters for external-funded projects;
- Work closely with user departments on day-to-day finance matters;
- Prepare financial statements for the reporting of funding bodies;
- Prepare accounts and arrange audits for external-funded projects; and
- Perform tasks as assigned by supervisors.

#### **Requirements:**

- A recognized degree in accountancy and preferably CPA designation;
- At least 4 years of working experience in the tertiary institutions, big-4 professional firms or large organisations are highly preferable;
- Advanced PC skills, particularly in MS Excel and Word, with hands-on experience in Oracle financial system is an advantage;
- Self-motivated, organized with strong communication skill and sense of ownership; and
- Strong analytical mind, able to work in a dynamic environment under pressure and tight timelines.

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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 on or before **2 September 2025**. 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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