

**Finance Manager (Ref: 2501004)****Finance Office**

The appointee will play a crucial role from the perspectives of finance, accounting, treasury management, and taxation on the establishments to be incorporated for the University's strategic developments in Hong Kong and outside Hong Kong, e.g., Mainland China. He / She will also play a supporting role for other routine activities relating to account manager service, self-financed programme, and payment. He / she is responsible for the following duties and tasks:

- Liaise with relevant internal and external parties for incorporation of the establishments;
- Monitor the operations of the establishments after incorporation and ensure full compliance of statutory and internal requirements;
- Prepare periodical management reports and necessary analyses for financial performance and position of the establishments;
- Act as account manager of designated budget holders of the University to provide advice and assistance;
- Provide support to activities of self-financed programme and payment; and
- Perform any other duties as assigned by supervisors from time to time.

Applicants should have a recognized degree and be a qualified accountant. They should have at least 8 years relevant working experience, of which 5 years must be in a supervisory position preferably gained in tertiary institutions or large organizations. Experience working in the big-4 professional firms is welcome. Applicants with good knowledge in business practices and tax law in the Mainland are highly preferred. They should also be analytical with the ability to work and solve problems 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-initiated; the ability to work under pressure and meet tight deadlines; and high proficiency in both English and Chinese. The ability to speak good Putonghua is a must, and occasional travel to mainland China is required.

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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 Assistant Finance Manager in the University.

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 **3 October 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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