

## Assistant Finance Manager (Ref: 2400328) Finance Office

The appointee will be mainly responsible for payroll function but subject to job requirement, he/she may also be involved in other areas such as financial accounting, management accounting, projects control as well as ad hoc analysis and costing exercises. He/She will also be required to provide support on the payroll matters, system development plan and supervise supporting staff in performing accounting duties.

Applicants should have a Bachelor's degree in Accountancy and preferably CPA designation, with at least 4 years of relevant full-time working experience. They should have excellent PC skills in Advanced MS Excel and Word, hands-on experience in Oracle financial systems or other similar financial/accounting systems. Excellent interpersonal skills; good writing and presentation skills; and ability to work independently and under pressure are essential. They should also be highly proficient in both English and Chinese and a good team player with a strong analytical mind. Applicants who are qualified professional accountants with relevant/audit experience in large organizations or tertiary institutions are preferred.

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Assistant Finance Manager which holds the substantive post of Accounting Officer II 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 10% of the basic salary), 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. **Review of applications will start from 8 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.

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

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