

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. Celebrating its 30th anniversary in 2024, 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 (Information Systems) / Finance Manager (Information Systems) (Ref: 2401013) Finance Office

Reporting to the Director of Finance and Associate Director of Finance, the appointees will be leading the new information systems section within the Finance Office and be responsible in the development, implementation and maintenance of the information systems to support the finance and accounting operation, and to meet reporting requirements of the University Grants Committee and the long term needs of the University. The appointees will work closely with internal stakeholders and external consultants to ensure the smooth development and implementation of the information systems, automation and digitization projects according to specifications, timelines and budgets.

The appointees will identify the needs for information technologies/tools of the Finance Office and provide advice on operational efficiencies, business decisions, analytics and enhancements as well as collaborate with technical officers of the Office of the Chief Information Officer on the delivery of solutions. The appointees will oversee and maintain the production information systems such as Oracle, eBS, Oracle Hyperion, and other related finance systems managed by the Finance Office. The appointees will initiate business process re-engineering projects and deal with change management.

Applicants should have a recognized degree in Computer Science, Information Technology or other related disciplines and relevant professional qualifications; at least 15 years' relevant working experience with no less than 8 years of which in managerial positions in sizable organizations for the Senior Finance Manager (Information Systems); and a proven track record in IT project management. Experience in higher education institutions is highly preferred. Sound knowledge of relational database systems, good analytical skills, excellent communication skills; and be proficient in both English and Chinese. 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 (Information Systems).

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Senior Finance Manager (Information Systems) or Finance Manager (Information Systems) which hold 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% 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 26 September 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/jobsoff/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.

EdUHK is an Equal Opportunities Employer.