

Assistant Finance Manager (Ref: 2500411)
Finance Office

The appointee will be responsible for the duties to be assigned under the following areas, including financial accounting, management accounting, system administration, projects control as well as ad hoc analyses and budgeting 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 have a Bachelor's degree in Accountancy or a relevant discipline with at least 4 years of relevant full-time working experience. They should have excellent PC skills in 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.

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](#) and upload a full CV. **Review of applications will start from 23 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. 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.

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

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