

## **Finance Manager / Assistant Finance Manager (Ref: 2500434) Finance Office**

The appointee will play a crucial role in guiding strategic decision-making by performing financial planning and analysis duties. He / she is responsible for the following duties and tasks:

- Develop and manage the financial planning process, including budgeting, scenario modeling, costing and financial analysis;
- Lead the preparation of management reports and presentations for various stakeholder;
- Act as the account manager to provide financial advice and assistance to the two Academies namely Academy for Educational Development and Innovation, and Academy for Applied Policy Studies and Education Futures, and their relevant centres;
- Coach and provide feedback on the performance of team members under supervision; and
- Perform any other duties as assigned.

Applicants should have a recognized degree and be a qualified accountant. They should have at least 8 years of relevant working experience, of which 5 years must be in a supervisory position preferably gained in tertiary institutions or large organizations. Applicants with solid experience in budgeting, financial modelling and reporting are highly preferred. Experience working in the big-4 professional firms is welcome. They should also be analytical with the ability to work 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 Putonghua will be an advantage. Applicants with less relevant work experience may be considered for the post of Assistant Finance Manager.

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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 / 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 25 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.

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

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