

Recruitment of Contract Post

Finance Manager (Wan Chai)

Reporting to the Head of Finance & IT, the post-holder will be accountable for the following key responsibilities:

- To assist the Head of Finance & IT in overseeing daily finance and accounting operations and supervise the Finance team;
- To prepare financial statements, management reports, budget, forecast and analysis;
- To monitor income, expenditures and project audits in accordance with different submission dates for projects from different funders;
- To prepare meeting papers and provide executive support to the governing committees;
- To assist in continual review, development and implementation of financial strategies, accounting and internal control systems and other initiatives to support the service and organisational development of the Agency; and
- To assist in ad-hoc assignments and projects.

Requirements:

- Degree holder in Accounting/Finance or related discipline;
- Qualified accountant with minimum 5 years' relevant working experience in sizable organisation;
- Familiar with Hong Kong Accounting Standards, government regulations and practice;
- Trustworthy with strong analytical skills and attention to details;
- Good interpersonal and communication skills;
- Capable to meet tight deadlines and new challenges under pressure; and
- Proficient in Microsoft Excel, Word, and PowerPoint.

Interested candidates are invited to submit application letter indicating his/her suitability to fill the above position(s) with full resume, present and expected salary, date of earliest availability to recruit@sidebyside.org.hk.



(All information provided will be kept as confidential & only be used for recruitment related purposes)

(Registered Company Name: The Society of Rehabilitation and Crime Prevention, Hong Kong
(Incorporated with limited liability by guarantee))