

*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. 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 two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. 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 Audit Manager / Audit Manager (Ref: 2500350) Office of the President**

Reporting to the President with a functional working relationship with the Director of Finance, the successful appointee will assume the role of the Executive Head (carrying the functional title of Senior Audit Manager) of the Efficiency Audit and Enhancement Section. S/he will plan and execute efficiency audit reviews and consulting activities. These reviews aim at evaluating operational processes to promote optimal use of resources and cost-effectiveness. The appointee will propose, plan, lead and perform efficiency review projects in consulting and advisory nature with the use of data analytics and tools that focus on enhancing operational efficiency and effectiveness, financial resources allocation and recommending improvement opportunities for business process re-engineering and optimization. S/he is responsible for the following duties and tasks:

- With reference to the 3-year internal audit plan of the independent internal audit service provider, develop a 3-year efficiency audit plan for the President's approval;
- Lead, plan and conduct consulting, operational, efficiency, financial, and management audit reviews;
- Assist the management in the annual university-wide risk assessment and management exercise, that includes i) development of risk management strategies; ii) risk identification and assessment; iii) risk treatment (compliance with regulatory requirements, and crisis response and business continuity planning); iv) monitoring and reporting and v) continuous improvement;
- Coach and provide feedback on the performance of team members under supervision; and
- Any other duties assigned by the President, senior management and Director of Finance.

Applicants should have a recognised degree and professional accounting qualifications; at least 12 years of relevant working experience with no less than 5 years of which in managerial positions in sizable organizations for the Executive Head; familiarity with policies and practices in UGC-funded institutions; strong leadership and supervisory skills; and proficiency in both English and Chinese. Applicants should possess the ability to demonstrate values by generating innovative solutions to optimize workflow and process efficiency while upholding internal control standards and environment; and the ability to propose improvements to process efficiency and internal controls that are balanced with organizational objectives and capabilities.

Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Project Management Professional (PMP) designation/certification or equivalent professional certifications in accounting, finance, risk management, information system management or project management is highly preferable. Experience with consulting firms and the big-4 professional firms in consulting services, business process re-engineering, internal controls review, internal audits, system implementation is highly preferred. Applicants with good knowledge in other related fields who demonstrate strong competence may also be considered.

Salary will be commensurate with qualifications and experience. The appointee will hold the substantive post of Finance Manager in the University. Applicants with less experience will be considered as the Audit Manager and hold the substantive post of Assistant Finance Manager.

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% for Finance Manager post / 10% of the basic salary for Assistant Finance Manager post), leave, medical and dental benefits, and, where applicable (for Finance Manager post), 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 25 March 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/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.

**EdUHK is an Equal Opportunities Employer.**

