

*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 30<sup>th</sup> 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 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.*

## **Associate Director of Finance Finance Office**

The appointee will assist the Director of Finance (DF) in the formulation, implementation and review of finance strategies, policies and procedures, and operational efficiency enhancement and improvement measures in support of the vision and development of the University. He/she will lead a team of professionals and supporting staff to provide one-stop finance services and support to Faculties/Departments/Offices/Centres; to provide professional inputs to the unit's UGC-funded and self-financed activities; and to perform the various functions of financial management, planning and budgeting, accounting, treasury and the provision of procurement and business services. In particular, the appointee will work closely with each section of FO to enhance efficiency and productivity through process automation and digital transformation.

The appointee will also assist the DF in the formulation and coordination of University-wide activities such as the University's Annual Recurrent Budget and Triennial Cost Estimates to the University Grants Committee; formulation of the departmental plan of the Finance Office including budgeting and staff organization; participation in University-level committees, task forces and working groups; and to deputize DF in assuming the full role of managing the University's finance functions in the absence of DF.

Applicants should have a recognised degree and professional accounting qualifications; substantial experience in a managerial position in sizable organizations; familiarity with finance policies and practices in UGC-funded Institutions and/or public sector; strong leadership and supervisory skills; effective communication skills to work with internal and external stakeholders of the University at all levels; and proficiency in both English, Mandarin and Cantonese. Experience in the development and management of Oracle financial systems is preferable.

Attractive and competitive remuneration will be offered to suitable candidates. Salary will be commensurate with qualifications and experience. Initial appointment will be made on a fixed-term contract [applicable to internal and external successful candidates]. Re-appointment thereafter will be subject to satisfactory performance and mutual agreement. 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.

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### **Application Process:**

The University is being represented in this search by Adecco Personnel Limited. Interested candidates should submit their full curriculum vitae, a cover letter outlining their qualifications and experience, and any other relevant documents to Alvin Tsang by email at [Alvin.Tsang@adecco.com](mailto:Alvin.Tsang@adecco.com).

Review of applications will start from 25 June 2025 and will continue until the post is filled.

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>.

**EdUHK is an Equal Opportunities Employer.**