

Audit Manager (Institutional Effectiveness) (Ref: 2600017) **Office of the President**

Reporting to the Assistant Director (Institutional Effectiveness), the successful appointee will assume the role of the Audit Manager (Institutional Effectiveness). S/he will support the planning and execution of efficiency audit reviews and consulting activities. 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, support the development of 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 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;
- Travel outside of Hong Kong and undertake work as assigned by the University, where necessary; 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 7 years of relevant working experience with no less than 5 years of which in managerial and/or supervisory positions in sizable organizations; 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 operational excellence, 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 Assistant Finance Manager in the University.

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 University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **2 February 2026**. 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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