

The Hong Kong, China Rowing Association is now inviting applications for the following post: -

Recruitment Advertisement (05.10.2024)
Finance & Human Resources (FHR) Manager (Job Ref.: FHR)

Job Descriptions

The role reports directly to the Executive Director on accounting, finance, and human resources matters including the preparation and reconciliation of the management accounts, organization and supervision of the Association and government's audits, preparation and administration of budgets, and review of the Association's cash flow and other financial metrics and human resources matters.

The FHR Manager will be responsible for the following:

- Define, create, and oversee the implementation of a long-term finance management strategy & internal control system, ensuring that all transactions are conducted in a manner compliant with our company and statutory authorities' policy
- Oversee and manage the full set of accounts of the Association and prepare related documents and records for accounting and auditing purposes; and to prepare the annual audits and tax reporting,
- Develop and administer the annual and quarterly budgets in alignment with the Association's business plans;
- Produce various non-financial, financial and management reports; administer the fixed assets and inventory records of the Association;
- Handle staff recruitment, onboarding process and various Association events etc.; and
- Handle ad-hoc duties as assigned.

Requirements

- University graduate in accounting and/or finance related disciplines preferred;
- Minimum 5 years accounting and/or finance experience with auditing experience highly regarded;
- Strong leadership, interpersonal and communication skills, well-organized and able to prioritize different requests from various stakeholders, meticulous and accept new responsibilities/ challenges;
- Proactive team player with a strong analytical mind and able to identify financial red flags;
- Efficiency in accounting and enterprise software;
- Good command of written and spoken English and Chinese; and
- Immediate availability is preferred.

About Us

We offer a dynamic and flexible working environment with an energetic team in an exciting sports field. The successful candidate will have the opportunity to oversee the redevelopment of an organization and be instrumental in growing the outreach of the sport.

We offer a competitive salary, 5-day work, MPF, annual leave and a medical insurance package.

Interested parties please apply in confidence with full resume, stating present and expected salary, and available by email to: hkcra@rowing.org.hk **(Please mark the Job Ref. no. on the e-mail header)**

This post is financially supported by the Leisure & Cultural Services Department

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only. All data will be destroyed 3 months after the completion of selection.