

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international examining bodies and local professional bodies. Applications are now invited for the following post:

## **Head of Finance**

**(Ref: FD/04/683)**

**Roles:** The Head of Finance oversees the finance, procurement and publications functions in the pursuit of the strategies of the Authority. The position has a key role in advising the management and the Authority's governing body on financial and internal control policies, as well as long-term budget projections and strategic financial resources utilisation.

### **Major Responsibilities:**

- (a) Managing HKEAA's finance and procurement functions, including financial accounting, management accounting, budgeting process, procurement and relevant practices;
- (b) Formulating and reviewing accounting, finance and procurement policies and procedures;
- (c) Overseeing the achievement of financial targets, project management function and the review and implementation of different fees and charges;
- (d) Representing the Authority in liaison with relevant Government officials, suppliers, banks and professional firms on financial arrangements and service/supplier contracts that are in the best interest of the Authority;
- (e) Ensuring adequate systems of internal control and governance; and improving systems for higher efficiency and accuracy;
- (f) Providing secretarial support, preparing and presenting reports and papers in respect of financial and management issues to management and various committees; and
- (g) Contributing to the overall goals of the Authority as a member of the Leadership Team, and handling ad-hoc assignments.

### **Requirements:**

- (a) A Bachelor's Degree in Accounting, Finance or Business Management and full membership of a professional accountancy body; a higher degree in a relevant discipline is preferred;
- (b) Substantial audit, accounting and financial management experience, at least 8 years of which should be at managerial level;
- (c) A proven record in driving changes as well as being a dynamic leader and committed team player;
- (d) Familiar with best practices in financial management and corporate governance;
- (e) Proficient in both Chinese and English with excellent communication, interpersonal and writing skills.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

**Date for Application Review: 30 April 2021**

Applications would be considered until the post is filled.

*Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website ([www.hkeaa.edu.hk/tc/Career/general.html](http://www.hkeaa.edu.hk/tc/Career/general.html)). The completed application form with a detailed CV should be returned under confidential cover to the Head of Human Resources and Administration at the above address. Applicants not notified within 12 weeks from the application review date should consider their applications unsuccessful.*

*The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*