

About Hong Kong Ballet

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 40 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. hkballet.com

We are seeking a high caliber candidate to fill the following position:

Head of Finance

The candidate should have a passion for working in a performing arts NGO and a proven track record in working in the Finance department of a mid-sized company (around 100 staff members).

Main Responsibilities

- Report to the Executive Director of the Company
- Lead and manage the Finance team with 2 subordinates
- Full set of accounting operation, month-end closing, budgeting and reporting
- Prepare regular and ad hoc reports to the senior management and the Board members
- Maintenance of the internal control and upholding the high standard of corporate governance requirements by the funding authority
- Work closely with other departments in the running of finance, accounting and operational functions
- Maintenance of the ERP and finance system (Oracle Netsuite) of the Company and prepare management reports by analyzing financial and non-financial data
- Handle audit and funding authority reporting requirements
- Support on-going and ad-hoc projects as assigned by the Executive Director

Requirements

- Qualified Accountant
- At least 10 years related working experience
- With experience in handling job accounting is preferred
- Proficient in using Excel and Powerpoint

- Good knowledge of accounting software and ERP system
- Excellent interpersonal, management and communication skills
- Good command of written and spoken English and Chinese (Cantonese and Mandarin)

Please apply with full resume, current and expected salary, and indication of availability to recruitment@hkballet.com or by post to G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

*(You may assume your application unsuccessful if you do not hear from us within 6 weeks.
Data collected would be used for recruitment purpose only.)*