

# ASSOCIATION CULTURELLE FRANCE HONG KONG LIMITED

## Job offer

### General Manager

Local recruitment – (newly created position)

#### **Company background:**

The Association Culturelle France Hong Kong Ltd is a Hong Kong based charity founded in 1986 with the aim of organising cultural events across Hong Kong and Macau.

Its main achievement is the **Le French May Arts Festival**, created in 1993, which is still ongoing. With more than 120 events spanning two months, Le French May is the most diversified festival in Asia; from exhibitions and performances to cinema and gastronomy, the Festival is a cultural platform that showcases the finest art forms and cultural exchanges.

In 2017, the Association also launched **光·影·香港夜 / Lumieres Hong Kong**. Inspired by the world-renowned event in Lyon, France, this bi-annual Event aims to illuminate Hong Kong with an inspiring array of multi-discipline installations projected across some of the city's most iconic landmarks. Accompanied by performance, sound and audience interaction, the Festival is providing a truly global platform for visual artists to showcase their talents in projection and lighting effect.

#### **Key Objectives and Responsibilities include (but are not limited to) :**

The General Manager is responsible of the overall administrative and financial control and supervision of the organisation, watching over its correct management. Their mission is to manage and supervise the financial resources of the organisation, to carry out the administration, the personnel management, the financial economic operations, the internal rules and the accordance to current legislation.

In accordance, the General Manager is coordinating the fundraising campaign of the organisation, dealing with public and private funding bodies to ensure the targets to be met. They are liaising with the relevant partners and authorities to ensure continuous support both financial and in nature.

The General Manager will be working closely with the Artistic and Strategic Director to ensure the perfect execution of the programmes, their consistence with the objectives and missions of the festivals and the sufficient level of funding.

They will also supervise the marketing and branding strategy of the Festivals with the relevant team.

The General Manager is directly reporting to the Board of the management of the organisation and its operations.

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## **Administrative matters:**

- To efficiently manage all external contracts
- To ensure the overall smooth running of the Company's internal administration and its cost-effectiveness.
- To manage staff contracts and HR matters.
- To manage personnel procedures in relation to recruitment, training, holidays and appraisals, ensuring these are properly documented, and advise on relevant policies.
- To ensure that appropriate policies are in place with regard to procurement and tendering processes to secure the best deals from service providers.
- To ensure that the Company's legal responsibilities are met, in particular that all necessary insurance is properly in place.
- To be responsible for the Company's IT resources, maintaining and reviewing the most appropriate and efficient systems.
- To coordinate all admin and accounting matters AND all such other duties as shall be reasonably associated with or incidental to the above matters or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.

## **Operations:**

- To coordinate with the Board the implementation of the Organisation's strategy both in terms of events, audience and funding
- To liaise with the Artistic Direction and the related internal departments to ensure a smooth execution of the Events
- To supervise the Fundraising campaign with the related Department to ensure sufficient resources are deployed to implement the Events and meet the objectives
- to coordinate with the Marketing and Communication department the direction, strategy and implementation of the relevant tools to ensure the promotion of the Events and meet the objectives
- to review current process and develop new initiatives to ensure the best success of the organization and its events.

## **Accounting matters**

- To manage the Company's financial affairs, including management accounts together with longer term financial projections and to ensure that the most efficient and effective financial control systems and reporting mechanisms are in place
- To follow up claiming process with supporters, such as the Hong Kong Jockey Club.
- To prepare quarterly management accounts and projections and other relevant reports, in consultation the different departments, for presentation to the Board of Directors and funding bodies
- To prepare the year-end financial accounts for audit and to liaise with the Auditors prior to sign-off.
- To supervise the production of regular salary payments and records, insurances and pension contributions in accordance with the law
- To liaise with Inland Revenue, MPF Trusts and other departments
- To deal with the company's bank in respect of payments and receipts.

## **ASSOCIATION CULTURELLE FRANCE HONG KONG LIMITED**

### **Qualifications:**

- University graduate / Professional Diploma in Law or Human Resources Management
- minimum 5 years of relevant experience in a similar position (NGO experience preferred).
- Excellent organisation and ability to create or improve working tools and documents
- Dedication to their work and able to keep confidential information
- Very good presentation and interpersonal skills
- Sense of teamwork
- Excellent command of both spoken & written English and French. Cantonese or fluent Mandarin are a plus.
- Proficiency in use of MS Office (Word, Excel, PowerPoint, etc.)

Interested parties to contact [hr@frenchmay.com](mailto:hr@frenchmay.com)

**Deadline for application is 19 June 2019 – Job to start in September 2019**