

## The Hong Kong Children's Musical Theatre Limited

### Administrative Manager 行政經理

The Hong Kong Children's Musical Theatre 香港兒童音樂劇團 is a unique performing arts education organization for children, and also a charity with over 25 years of history. We provide singing, acting and dancing lessons to children, enabling them to learn, enjoy and have a better sense of wellbeing. We need someone who is passionate in art and enjoy being with children to be our Administrative Manager. The exposure of this Manager is holistic, as this is a small organization that believes in mutual support. Specific duties are:

#### Admin

- **Office Management** – perform operational duties including HR and contract arrangements, correspondences and enquiries, coordination work, and arrange team and Board meetings;
- **Class and Project Administration** – take charge of tutors and venue arrangements, project operations and ad hoc logistical support for events.

#### Finance

- **Accounts and Schedules Preparation** – handle accounts, payments and prepare relevant schedules for a charitable organization;
- **Project Financial Control** – monitor and consolidate project-level financial data to support project management;
- **External Audit Management** – liaise with external auditors in relation to year-end audit.

#### Requirements

- At least 3 years of relevant work experience in admin, finance or related fields;
- Proficient command on MS Excel is a must;
- Work experience in charities and/or NGOs would be an advantage;
- Proficiency in spoken and written Chinese and English.

\*All ages are welcome (but you have to be interested in children's art!)

Interested parties, please send your Cover Letter and Resume with current and expected salary to The Hong Kong Children's Musical Theatre Limited, Room 1103, Park Commercial Centre, 180 Tung Lo Wan Road, Hong Kong or email to [hr@cmt.org.hk](mailto:hr@cmt.org.hk). Data collected will be used for recruitment purposes only and personal data of unsuccessful applicants will be destroyed after 12 months.