

Finance and Administration Executive Manager

(Job Ref: FAEM-2553-HKAAA)

Main Duties:

- To lead the finance team to deliver all finance and accounting services including the use of Financial System;
- To be responsible for budgeting, financial planning and control, and maintenance of accurate and up-to-date accounts of the Council on a day-to-day basis;
- To oversee, coordinate and report to the Senior Director on situations and irregularities of the grant system;
- To review and update the approved list of auditors for the Council's commissioned projects and grantees;
- To invest Council's monies in accordance with approved policy and procedures;
- To ensure timely preparation of the audited accounts of the Council;
- Identify and implement opportunities for process automation and cost optimization to enhance efficiency and reduce overhead;
- To act as Secretary to the Audit Committee in preparation of agenda, papers and minutes of meetings etc;
- To lead the administration team to oversee a wide spectrum of office operations and administrative activities, including but not limited to reception, counter services, facilities, warehouse and general office management;
- To review procurement procedures in alignment with internal policies and regulatory standards, managing supplier lists, contracts, and documentation to ensure compliance and transparency;
- To oversee asset management, insurance arrangements and office improvement; and
- To undertake other duties assigned by the supervisor.

Requirements:

- Bachelor's degree in accounting, finance or business-related disciplines is a must;
- Professional qualifications in Accounting or Auditing, such as Certified Public Accountant (CPA) registered with the Hong Kong Institute of Certified Public Accountants (HKICPA) or Association of Chartered Certified Accountants (ACCA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or an equivalent designation;
- With at least 8 years of solid working experience in accounting and administration fields with at least 4 years in accounting;
- Experience with preparing and analyzing cash flow calculations, budgets and financial analysis;
- Solid and proven records in workplace management, office administration and/or procurement management;
- Previous experience with NGOs, government subvented and public organisations as financial monitoring will be an added value;

- Proficiency in PC operations (e.g. MS office, Chinese Word Processing and Accounting system etc.); and
- Good command of both written and spoken English and Chinese.

Remuneration Package:

A highly competitive salary commensurate with qualifications and experience will be offered. This position is remunerated at the entry point of Master Pay Scale Point 28, equivalent to HK\$64,780 per month.

To Apply:

Interested persons please send CV quoting the reference number in the heading together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by email (hrrecruit@hkadc.org.hk) or post to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **9 January 2026**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data of unsuccessful candidates will be destroyed in 16 weeks after the closing date. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.