Internal Audit Executive Manager (Job Ref: IAEM-2551-HKAAA)

Main Duties:

- Lead a small team of internal audit and Information Technology;

- Design and implement audit procedures for the evaluation of adequacy, effectiveness and compliance of the Council's objectives;

- Assess internal controls, risk management processes and compliance with laws, policies, regulations and standards;

- Review the present financial related procedures, identify emerging risks, control gaps, and inefficiencies, recommend practical and sustainable solutions to improve performance and reduce costs;

- Prepare reports on findings to senior management, CE, and the Audit Committee and the Council, recommending corrective actions and monitor the implementation of recommendations; and

- Perform indue diligence reviews and other assignments as assigned by CE and the Audit committee;

- Oversee the IT team in managing the Council's information technology systems, developing and executing IT policies and ensuring technology aligns with the Council's operational and goals etc,.

Requirements:

- University 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 auditing field, preferably with at least 5 years in internal audit and/or information technology;

- Able to work independently with strong analytical and interpersonal skills;

- Good command of both written and spoken English and Chinese;

- Strong sense of responsibility, self-motivated, detail-oriented, proactive, well-organised and a mature personality;

- Proficiency in PC operations (eg MS Office applications, Chinese Word Processing and Accounting System etc.); and

- Previous experience with NGOs, government subvented and public organisations as financial monitoring, IT system development and maintenance will be an added value.

Remuneration Package:

A highly competitive salary commensurate with qualifications and experience will be offered. Successful candidate will be appointed on a 1-year fixed-term contract. Renewal of contract will be subject to the operational needs and the performance of the candidate. 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 **16 December 2025**. 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.