



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center (“ASHK”) is an affiliate of The Asia Society and is currently looking for a high caliber candidate to join our Finance & Administration Department.

### **Head of Finance & Administration (Full Time)**

#### ***Responsibilities:***

- Report to Executive Director;
- Oversee finance (including company secretary) and administration functions;
- Prepare annual budget and periodic variance analysis, cash flow forecast, analysis reports;
- Ensure accurate and timely financial reporting for both internal and external purpose;
- Identify the company’s funding requirements and communicate with the top management on the funding needs on a timely fashion;
- Liaise with external parties e.g. auditors, bankers, lawyer, insurance companies, vendors and local government officials;
- Review, develop and implement internal control policies and processes to safeguard assets of the company;
- Review all contracts/agreements and work closely with other departments to ensure internal control are effectively enforced and the company interests is well protected in all aspects including but not limited to finance, corporate governance, risk management, internal control, branding, data security;
- Get to know proactively and understand how the center runs operationally and logistically, see and think outside the box of finance and administration as to make justifiable decision on procurement and accidental expenditure items;
- Effectively communicate with members of Finance Committee and of the Board and serve as its liaison to the Management team;
- Implement best-practice items when deemed appropriate by Management team; and
- Other ad hoc assignments.

#### ***Requirements:***

- Degree holder in Accounting or related disciplines;
- Qualified CPA with a minimum of 10 years post-qualification relevant experience (including 3 years at managerial level), preferably in service industry;
- Hands-on, good analytical mind and leadership skills with strong business acumen;
- Excellent communication and interpersonal skills, and people-oriented;
- Excellent command of both spoken and written English and Chinese (Cantonese);
- Proactive, well-organised, conscientious and meticulous;
- Ability to work independently and under high pressure; and
- Proficiency in MS Word, MS Excel, and Flex Account.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org) .

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.