



## HR and Finance Manager

**JOB PURPOSE:** Work with Business & General Manger (BGM) in managing the school HR & Finance issues. Establish and maintain best HR and Finance practices to align with the relevant HK legislation as well as the ESF policies. Prepare and analyse financial statements, HR and management reports.

### ***Responsibilities***

#### **Human Resources**

- Manage employee personal data, recruitment, leave & attendance, visa application & renewal etc
- Ensure data completeness and accuracy in HR system (Enet, Oracle)
- Generate HR reports for school management
- Manage recruitment including advertisements, interviews, collects necessary information & documents from new staff for ESF for contract preparation etc
- Co-ordinate the annual appraisal and performance review process
- Administer and check monthly timesheets and reconcile payroll reports
- Handle support staff disciplinary issues as necessary.

#### **Finance**

- Prepare monthly financial statements and management reports
- Ensure data completeness and accuracy in accounting system (Epicor)
- Keep track of P&L figures from budgeted figures, investigate and liaise with budget holders as and when required
- Manage ePayment system and school Paypal accounts
- Oversee and controls asset management
- Assist BGM in the annual budget process. Monitor department budget spendings and send alerts to departments and management as required.
- Facilitate internal and external audits.
- Handle finance related enquiries from colleagues

#### **Governance and Compliance**

- Liaise closely with ESF Centre to ensure the school practice is aligned with the group HR and Finance policies
- Ensure compliance with relevant HK legislation as they apply to the school
- Monitor the operations of school HR and Finance Office and supervises 3 subordinates
- Perform any other duties as and when assigned by Line Managers

### ***Requirements***

- Degree Holder in Accounting/Finance/Business Administration
- At least 5 years of relevant experience
- Excellent oral and written English communication skills
- Proficiency in Microsoft Office (Excel, Word)
- Hands-on experience in accounting software (Epicor, etc) and HR system (Enet, Oracle etc)
- Strong leadership, collaboration and organization skills
- Exceptional detail oriented, good memory and a quick learner.
- Responsible, proactive, independent, can work under pressure and meet deadlines

**Closing Date: 31 May 2024**

Applications must be submitted via the ESF online recruitment system at: [Search Jobs – ESF Career Site](#)  
Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.  
Applications will be reviewed on a rolling basis and offers may be extended prior to the job closing date.