



Established in 1981, Hong Kong Dance Company (HKDC) was incorporated in 2001 as a charitable and non-profit-making institution, and is financially supported by the Government of the Hong Kong Special Administrative Region. As one of the major performing arts companies in Hong Kong, our mission is to promote Chinese dance with contemporary artistic visions and Hong Kong character. HKDC is now looking for:-

Finance and Administration Manager (財務及行政經理)

Reports to the Executive Director and is responsible for financial and management accounting, office management, human resources management, treasury management and secretarial support to the Board and Committees. The responsibilities include:

1. Responsible for financial and management accounting and control, including budget preparation, budgetary control, revenue and cost management, treasury management and to monitor all inter-company billing activities, reconciliation of receivables and payables.
2. To set up, devise and monitor the accounting systems and procedures of the Company, including procurement and payment for goods and services, to ensure optimum performance and adequate internal control and compliance with legal requirements, accounting standards, tax and statutory requirements.
3. To organise and produce all kinds of management and financial statements and reports, to interpret figures at the Board meeting as required, and to maintain contact with the appointed auditors.
4. To take charge of the general administration of the Company, including office security and management, procurement of goods and services, and to supervise the works of subordinates.
5. Ensure compliance and oversee full spectrum of HR functions of the Company, including recruitment, staff relations and communication, compensation & benefits and staff training, and to handle I.T. related issues and internal server system.
6. To assist in preparation of documents and reports to the Government Bureau and Departments in compliance with the requirements.
7. To prepare documents necessary for meetings of the Board and Committees and deliver secretarial support to the Board and Committees.
8. Participate in other ad hoc projects as and when assigned by the Company.
9. Perform other related duties as reasonably assigned by the Executive Director and the Board of the Company.

Qualifications:

- Possess a recognised University degree or above, preferably in Accountancy, Finance, Business Administration, Human Resources Management or related disciplines.



- Certified Public Accountant (HKICPA or equivalent institutions), with a minimum of 5 years' post-qualification experience.
- Minimum of 5 years of solid experience in finance, HR, and office administration with experience working in cultural organisations and/or NGOs would be an advantage.
- Familiar with the Hong Kong art and cultural industry, possess related networks in the field or equip with experience dealing with government bureau would be a merit.
- Proficiency in Hong Kong accounting standards, taxation, and other legal and compliance regulations including Hong Kong Employment Ordinance.
- Proficiency in financial management software. Knowledge in FlexAccount would be an advantage.
- Be able to communicate effectively with different stakeholders, especially with Board of Governors and government officials.
- Highly motivated and having strong sense of responsibility.
- Be analytical, detail-oriented, well organized and honest.
- Have excellent language skills in written and spoken English, Cantonese and Mandarin.
- Those with higher qualifications and experience may be considered as Head of Finance and Administration.

Salary and Benefits:

Salary will be commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, annual leave, medical insurance and MPF.

Closing Date:

5 April 2024

Application

Interested parties please submit your application with detailed CV, current salary and expected salary to hr@hkdance.com or by post to the Executive Director, 4/F Hong Kong Dance Company, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong.

Applicants are encouraged to submit their applications as soon as possible. The review of applications will continue until post is filled.

All resumes and relevant information will be used strictly for recruitment purposes and will not be disclosed.

Enquiries : 3103 1888

Website : www.hkdance.com