

The Construction Industry Council (CIC) was formed on 1 February 2007 under the Construction Industry Council Ordinance (Cap. 587). Our Mission is to strengthen the sustainability of the construction industry in Hong Kong by providing a communication platform, striving for continuous improvement, increasing awareness of health and safety, as well as improving skills development.



The CIC is looking for a highly talented individual to fill the position of:

Senior Manager – Finance

The applicant must possess

- (1) a recognised degree in accounting;
- (2) a qualification in accountancy, with membership of a recognised professional accountancy body;
- (3) a minimum of 12 years post-qualification experience in sizeable organisations or professional services firms, amongst which no less than 8 years experience in Senior Management / as Head of Finance;
- (4) excellent analytical skills and the ability to think strategically;
- (5) a proven track record of collaborating / advising senior management on financial, operational and strategic issues;
- (6) ability to drive process improvement and efficiency throughout the organisation;
- (7) very good communication, inter-personal and negotiation skills; and
- (8) excellent command of both written and spoken English and Chinese is a must.

(Applicants who do not possess the required qualifications and / or experience may be considered for other positions within the organisation.)

Duties include

Reporting to the Executive Director of the CIC, the incumbent is expected:

- (1) to provide strategic and financial advice to the management and the Council to ensure alignment to the CIC's strategic direction and business plan;
- (2) to lead a team of finance and procurement professionals to drive results and to significantly

- improve the process and systems for utmost efficiency;
- (3) to drive all budget, planning, analysis and implementation capabilities;
 - (4) to ensure timely production of all statutory, regulatory and tax reporting of the CIC and to prepare robust management information on variances, trends and comparison to Senior Management;
 - (5) to propose strategies for investment of funds of CIC;
 - (6) to provide professional support required for strategic financial planning and decision making, as well as leading and managing the development of business plans and day-to-day financial needs;
 - (7) to conduct independent financial modeling, strategic analysis and post implementation review of business case initiatives to enable optimal management decision making by the organisation;
 - (8) to direct the development and review of relevant financial control policies and procedures, accounting operational manual, bank signatory authority, internal approval procedures;
 - (9) to manage the finance, accounting and auditing systems for CIC and the system for the collection of industry levy;
 - (10) to lead the development and implementation of accounting system and software, electronic banking system and operational procedures;
 - (11) to undertake compliance control and to ensure the organisation's processes and procedures comply with the latest regulations;
 - (12) to evaluate the corporate governance practices, perform risk assessments and draw up plans and procedures to ensure high corporate governance standards are adopted throughout the organisation; and
 - (13) to carry out any other duties as assigned from time to time by the Executive Director.

Applications

The position is on a renewable fixed-term contract (subject to performance and operational needs) for a period of 2 years.

Please send an updated curriculum vitae, the results of English and Chinese Language obtained in public examinations, current and expected salary together with a covering letter stating one's suitability for the job and quoting the job reference number **(17 / SM – FIN – 112A)** to hrdm@cic.hk or by mail to the address below on or before **5 July 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources

Construction Industry Council

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