

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 – 176A)** to hrdm@cic.hk or by mail to the address below on or before **30 October 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
Construction Industry Council
38/F, COS Centre
56 Tsun Yip Street
Kwun Tong, Kowloon

All information provided by applicants will be treated in strict confidence and used for consideration in relation to the relevant post within the organisation. All personal data of unsuccessful applicants will be destroyed within two years from the date of the application deadline. Applicants who are not invited for an interview within 8 weeks may consider their application unsuccessful.

此文件關於招聘。如有需要索取此文件的中文版本，請致電2100 9024或以電郵hr@cic.hk聯絡。

