

Are you looking to collaborate alongside highly energised, highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, energetic, organised and passionate about the advancement of women and girls, we have an outstanding opportunity for you.

We currently have the following vacancy:

FINANCE & ADMINISTRATION DIRECTOR

Principal Responsibilities:

Reporting directly to the CEO, you will be responsible for overseeing finance operations and administration including human resources, and regulatory affairs to effectively and efficiently support the organisation's strategic planning as well as programmes, research and development. In particular, you will:

- Drive the strategic planning and budget process working closely with the CEO and the Board
- Manage the finance function including finance operations, the annual audit, performing financial analysis and reporting, instituting appropriate finance and accounting policies and processes, implementing cost control and compiling the annual report and accounts
- Manage the HR function including instituting appropriate human capital strategic reviews, HR policies, payroll, salary benchmarking etc.
- Manage the operations and risk management function including ensuring business, trademarks and other registrations are up to date, appropriate insurance arrangements are in place, managing IT (including external providers) and ensuring key data and documents are being stored systematically across functions
- Support the Development and Programme teams by analysing and managing funding vs costs for specific programmes and events
- Identify best practice and innovative approaches to improve internal systems with an eye toward future needs and budget realities
- Provide Board secretarial support by managing the calendar for Board and Board Committee meetings and the timely distribution of supporting documents, preparing meeting minutes and filing Board resolutions as required with the relevant authorities



REQUIREMENTS:

The position would suit a mature and seasoned professional with demonstrated success in management, finance, administrative operations and/or HR. They must be a person of integrity, be highly organised and have a strong work ethic. We are looking for candidates with at least 15 years' prior work experience within a professional services firm, corporate, SME/small business or an NGO. A background in finance or accounting is a must. Law or consulting experience would be a plus. The successful candidate will possess strong analytical and communication skills, and proficiency in Word, Excel, Powerpoint and Office365 Administration. They must be able to handle sensitive and confidential information with the appropriate care and discretion and must be creative, resourceful, a self-starter and solutions oriented. Applicants must be fluent in written and spoken English - proficiency in Cantonese is a strong advantage.

TO APPLY:

Interested candidates should send their curriculum vitae with details of their professional and academic background, availability and expected salary to talent@twfhk.org by **July 30, 2021 (early application is encouraged)**.

TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only.