

THE WOMEN'S FOUNDATION

SENIOR OPERATIONS OFFICER

The Women's Foundation (TWF) is a leading NGO dedicated to improving the lives of women and girls in Hong Kong through research, programmes, education and advocacy. TWF is seeking a full-time Senior Operations Officer to join its dynamic team. This is an exciting opportunity to help amplify TWF's voice in the community and contribute to a range of programmes making an impact across Hong Kong.

PRINCIPAL RESPONSIBILITIES

Supporting Accounting and Daily Operations

- Support the accounting and finance function for TWF including managing and maintaining accounting books and records through data input of accounting records into TWF's Accounting system, QuickBooks (or other system that is in use at the time)
- Support with other areas of finance and operations such as bank deposits, issuing invoices and receipts etc.
- Manage accounts receivable and payable
- Support the annual audit and liaise with external auditors
- Support financial analysis and controls including annual budgeting and forecasting, periodic budget reviews, continuous monitoring of TWF's expenses and incoming donations
- Assist in maintenance of office facilities, including managing office day-to-day cleaning, office consumables and IT supplies
- Support on operations projects such as IT and systems
- Provide all-round office administrative and operations support such as filing, managing office supplies and reception duties

CEO Support

- Provide administrative assistance to the CEO such as scheduling meetings and booking venues
- Support preparing Board/Committee meeting documents and presentation materials
- Assist in project work, annual fundraising events, and support to TWF's Leadership team as required

Others

- Other ad hoc projects and responsibilities as assigned

REQUIREMENTS

- Degree Holder in Accounting or equivalent with relevant professional accounting qualification
- Proficient in computerised accounting system (preferably in QuickBooks) and MS office applications in particular Word, Excel and PowerPoint
- Mature and independent, with good interpersonal and communications skills
- Detail-minded, self-motivated, hands-on and able to multi-task with a strong sense of ownership
- Good command of both written and spoken English and Chinese



TO APPLY

Interested candidates should send their curriculum vitae and availability to hr@twfhk.org with “Application for Senior Operations Officer” in the email header by October 20, 2023. **Early application is encouraged.**

TWF is a committed Equal Opportunities Employer. Minority candidates (including race, ethnicity, gender, ability, among others) are encouraged to apply. We welcome fresh graduates, current workforce candidates and those who have taken a career break and are looking to re-enter the workforce to apply.

Data collected will be used for recruitment and other employment-related purposes only. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

For more information on TWF, please visit our website: twfhk.org.