



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre candidates to join us.

Deputy Manager (Finance and Accounts) (Ref: DM(FA)- 6/22)

Major Responsibilities:

- To assist in monitoring daily financial and accounting functions of the Employees Retraining Board;
- to prepare financial analysis and accounting reports for the Board;
- to assist in preparing annual budgets and forecasts; as well as reports and analysis on matters pertaining to finance and accounting;
- to assist in formulating and reviewing accounting policies for executive office and finance administration guidelines for training bodies;
- to liaise with banks, auditors, training bodies and government bureaus/ departments in relation to investment, finance and compliance matters; and
- to provide administrative and secretarial support to the relevant committees, including preparation of meeting papers and minutes.
- Applicants may be considered for other related positions should suitable vacancies arise.

Entry Requirements:

- A recognised university degree in accounting or relevant disciplines, and a qualified accountant of recognised professional accounting bodies, eg HKICPA, ACCA;
- a minimum of 5 years' post degree relevant working experience, of which at least 2 years should be at supervisory level;
- relevant working experience with NGOs or public bodies is desirable;
- strong analytical, problem solving, report writing and interpersonal skills; and
- good command of written English and Chinese; proficient in MS Office applications including Excel, MS-Word, Chinese Word Processing.

Remuneration and Terms:

The ERB is an equal opportunity employer. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<http://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **6 July 2022**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.