

**Position Title:** Finance & Administration Officer

**Reporting To:** Chief Operating Officer

**Date of Posting:** September 2020

**Location:** Hong Kong

**Organization Information:** Children's Medical Foundation (CMF) is a Hong Kong registered charity that funds sustainable programs in child health. With an extensive network of 29 hospital partners across China, treating one baby every hour, CMF expands lifesaving healthcare initiatives for newborn babies in poor, rural China.

**Our Vision:** High quality healthcare for children in Asia, regardless of where they live.

**Our Mission:** Children's Medical Foundation develops and implements sustainable healthcare solutions for children in Asia with a focus on helping underprivileged children.

### **Job Description: Finance & Administration Officer**

The Finance & Administrative Officer will help CMF with its mission by focusing on a range of finance and administration responsibilities.

#### **Responsibilities**

- Bookkeeping and accounting
- Banking
- Expense management
- Office administration
- Reporting of budget vs actual
- Audit preparation
- Donor records and tax receipts
- Assist at fundraising events
- Other duties as required in a small charity

#### **Requirements**

- Passionate about children and helping less developed areas of China / Asia
- Strong English verbal and written communication skills, with Cantonese and/or Mandarin a plus
- Attention to details and able to work independently
- Time management skills and ability to work to deadlines
- Competency in Microsoft Office applications

Interested candidates should apply online with a cover letter, resume and expected salary. Alternatively send the application to [hr@cmf.org.hk](mailto:hr@cmf.org.hk) with subject heading of "**Finance & Administration Officer**".

We are an equal opportunity employer and regret we cannot respond to each application personally. Please consider your application unsuccessful should you do not hear from us within 4 weeks.