

**Position Title:** Finance & Administration Manager

**Reporting To:** Chief Executive Officer

**Date of Posting:** Feb 2021

**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 Manager**

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

#### **Responsibilities**

- Bookkeeping, accounting, audit preparation
- Banking
- Human resources management
- 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
- Qualified accountant, 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 Manager**".

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.