

The Construction Industry Council (CIC) was formed on 1 February 2007 under the Construction Industry Council Ordinance (Cap. 587). Our Mission is to strengthen the sustainability of the construction industry in Hong Kong by providing a communication platform, striving for continuous improvement, increasing awareness of health and safety, as well as improving skills development.



The CIC is looking for a highly talented individual to fill the position of:

Officer – Finance

The applicant must possess

- (1) a recognised degree in accounting / finance or other related discipline;
- (2) a qualified accountant, with membership of a recognised professional accountancy body;
- (3) a minimum of 3 years' post-qualification hands-on and solid experience in handling budget preparation and conducting management reporting in sizable companies;
- (4) good analytical, interpersonal and communication skills;
- (5) a detail-oriented mindset with strong computer skills in MS Excel and MS PowerPoint, experience in Enterprises Resources Planning (ERP) system is preferred;
- (6) ability to work under pressure and tight deadlines, both independently as well as an effective team player; and
- (7) good command of both written and spoken English and Chinese.

(Applicants who do not possess the required qualifications and / or experience may be considered for other positions within the organisation.)

Duties include

- (1) to provide support for the Annual Budget exercise; the periodic Financial Performance reporting, forecasting and variance analysis;
- (2) to conduct Management Analysis including KPIs as required by Management and to provide constructive recommendations for decision making;
- (3) to assist campuses and departments to analyse training data;

- (4) to provide ad-hoc analysis as requested by the users;
- (5) to provide recommendations on how the current ERP system should be improved to facilitate the works of the Management Reporting team and the budget owners / users; and
- (6) to carry out any other duties as assigned from time to time by the Executive Director.

Applications

The position is on a renewable fixed-term contract (subject to performance and operational needs) for a period of 2 years.

Please send an updated curriculum vitae, the results of English and Chinese Language obtained in public examinations, current and expected salary together with a covering letter stating one's suitability for the job and quoting the job reference number **(18 / O – FIN – 035A)** to hrds@cic.hk or by mail to the address below on or before **21 March 2018**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
Construction Industry Council
38/F, COS Centre
56 Tsun Yip Street
Kwun Tong, Kowloon

All information provided by applicants will be treated in strict confidence and used for consideration in relation to the relevant post within the organisation. All personal data of unsuccessful applicants will be destroyed within two years from the date of the application deadline. Applicants who are not invited for an interview within 8 weeks may consider their application unsuccessful.

此文件關於招聘。如有需要索取此文件的中文版本，請致電2100 9024或以電郵hr@cic.hk聯絡。

