



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **ASSOCIATE DIRECTOR / SENIOR MANAGER, FINANCE**

With **Save the Children HONG KONG**

July 2021

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

JOB TITLE: ASSOCIATE DIRECTOR / SENIOR MANAGER, FINANCE

ROLE PURPOSE:

This role reports to CFO and work closely with Save the Children Senior Management Team, Board Audit and Finance committee. This role is responsible to lead a team of Finance professionals to improve the operational effectiveness and efficiency of the finance function and the collaboration across all functions to support organization growth. The role will interact with colleagues within the global movement and cover finance and management reporting and analysis, budgeting and planning, risk and governance processes and company secretariat management which drive continuous improvement on overall operations.

Reports to: CHIEF FINANCIAL OFFICER

KEY AREAS OF ACCOUNTABILITY:

1. Finance Operations and Controls

- Lead the team to achieve accurate and timely month end closing, monthly income summary and ensuring the maintenance and accuracy of Balance Sheet reconciliations, individual project balances as well as overall numbers
- Develop, maintain and improve financial and operational controls, policies and procedures, ensuring they are well understood and followed across the business
- Maintain appropriate process controls to ensure financial and compliance deliverables are met
- Prepare timely financial reports and variance analysis for senior management team, board and global stakeholders within Save the Children International/Association
- Compete on time and accurately the financial information for acquittal and programme reports in consultation with programme teams
- Monitor the organization cash flow, liquidity position, interest and foreign exchange fluctuation to ensure sufficient financial facilities to meet business plan objectives

2. Financial Planning, Strategy and Analysis

- Support CFO and Senior Management Team (SMT) to define strategic direction and KPIs to measure the success of the organization on a regular and annual basis, and to assist with setting team and individual objectives
- Drive the production of quality analysis and insight by finance team throughout the organization
- Manage monthly dashboard and analysis for management and the Board
- Coordinate the production and analysis of the budget and quarterly forecast across the business, with quality summary reports for management and the Board
- Ensure quality, relevant, and transparent financial information is prepared for the inclusion in the Annual Report and other external publications

3. Financial Reporting

- Plan and conduct statutory finance related audits effectively
- Provide timely and relevant reports to the Board Audit and Finance Committee to achieve timely approval of financial statements and finance policies
- Lodge within required timeframes for all statutory returns, including the annual Financial Statements
- Maintain knowledge of and compliance with all relevant legislation, regulatory requirements, professional standards and guidelines (within scope of role) and with

the organizational goals and objectives, policies, procedures and practices of Save the Children HK

4. Governance and Company Secretariat Management

- Work closely with Senior Shared Services Business Manager to ensure effective and appropriate governance between board and management team, risk management procedures, safeguarding assets, internal audits and robust policies.
- Lead and support the coordination in related to Board and Committee meetings
- Manage all company secretariat related compliance documents and resolutions

BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS

- Bachelor's degree holder in finance, accounting or business administration and a member of professional accounting body

SKILLS AND EXPERIENCE

- At least 10 years post qualification working experience with 5 years solid experience at managerial position or similar capacity. Big 4 or MNC regional office experience is an advantage
- Excellent interpersonal skills and professionalism in working with different stakeholders
- Adaptable, dynamic team player with experience working in a multinational company with diverse cultural exposure is highly preferred
- Excellent numeracy and competent in MS Office suite including Excel and PowerPoint, solid knowledge of Power BI is an added advantage

- Excellent language in English, Cantonese and Mandarin, both written and spoken
- Able to solve problems resourcefully, efficiently and independently with a proactive, “can-do” attitude to challenges and changes
- A good team player who is able to work alongside with colleagues at all levels

Candidate with less experience may be considered for Senior Manager position.

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

APPOINTMENT TERMS

This post is on a full-time basis.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org. Personal data collected will be used for recruitment purpose only.