

FINANCE MANAGER JOB DESCRIPTION

Job Title:	Finance Manager
Line Manager:	Head of Finance
Job Grade:	G6

Purpose of Job

- Reporting to the Director of Finance, the Finance Manager is responsible for ensuring the financial activities of Harrow Shenzhen are in line with the school's goals and objectives, in conformity with PRC generally accepted accounting principles and complying with PRC government regulations. This position is responsible for managing and implementing controls, policies and procedures relating to financial functions for all the departments in order to meet the school's business plan.
- The Finance Manager will liaise with various internal and external stakeholders such, government authorities such as Educational Bureau, tax bureaus, auditors, and the heads of departments in the Harrow Shenzhen as well as Harrow International Management Services, etc.

Duties and Responsibilities

- To ensure proper accounting records are kept in compliance with statutory requirements, accounting standards and financial policies.
- To set up internal control policies and procedures and continuously find the opportunities to improve them.
- To provide timely and accurate financial information and analyses including management and financial reporting, cash flow projection, budgeting, and forecasting, etc.
- To monitor the daily operations of all accounting functions including receivables, payables, etc.
- To manage various tax issues, tax planning and foreign exchange control matters.
- To develop, operate and ensure efficient and effective financial systems including internal control, budget control, financial policies, standard operating procedures, etc.
- To manage various financial matters relating to construction or set-up costs including cost review, payments, and construction audits, etc.
- To perform treasury management and monitor financial positions.
- To work closely and liaise with internal and external stakeholders including various departments in the School, head office in Hong Kong, government authorities and other parties such as contractors and auditors, etc.
- To perform ad-hoc assignments.
- Perform related work as assigned by line manager.

Requirements

Minimum Academic Degree required

Qualified/certified accountant with a bachelor's degree in accounting / financial management, CPA or ACCA is preferred.

Professional skill and knowledge required

- Familiar with PRC accounting principles and regulatory requirements, tax policies in PRC and International Financial Reporting Standards.
- Good at proposing and improving internal control policy and procedures.
- Hands-on experience in handling tax and foreign exchange control matters with the government authorities is essential.
- Well organized, detail-oriented, and responsible with solid analytical skills.
- Strong communication skill.
- People Management.



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- Good command of both written and spoken English and Chinese (Putonghua).
- Must be a good team player.

Experience

- About 8-13 years professional experience in accounting, financial controls, and treasury management, including 3 years at managerial level.
- 5+ years working experience in the big 4 audit firms is preferred.

IT Skills

- Proficiency in MS Office (esp. Excel) and ERP or integrated accounting systems (esp. D365 and Engage).

English Skills

- Proficient English required.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.