

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position **commencing as soon as possible or as mutually agreed.**

SENIOR FINANCE MANAGER

Reporting to the Director of Finance, the Senior Finance Manager plays a vital role in inspiring, engaging, and supervising an effective Finance and Accounting team. The role is responsible for the daily operation of the Finance department and ensuring compliance with relevant government laws and regulations in a professional manner.

Key responsibilities

- Oversee the operation of the Finance and Accounting department including but not limited to the AR, AP, GL, E-banking, Fixed Assets registrars, Activities funding management etc.
- Responsible for the preparation of statutory and financial reporting, monthly management reports, variances analysis, cash flow reporting and other ad hoc reporting as required.
- Responsible for all application and reporting of Government subsidies including HKSAR, German Government, as well as handling respective reporting and inquiries to and from the Education Bureau, Inland Revenue Department and other overseas Governmental bodies or organisation.
- Responsible for the annual audit, coordinate and liaise with external auditors, consultants and bankers to ensure all reports are prepared in a proper manner and compliance issues.
- Assist the Director of Finance in annual budgeting and forecasting activities, with aim for financial sustainability and stability.
- Assist in ERP implementations and responsible for all system roll out preparations. Be a power user of SAP B1 and manage the implementation in productive, effective and efficient manners.
- Ensure the effective implementation and continuous enhancement of internal control and ensure compliance with GSIS policies and procedures.
- Manage the financial processes associated with the payroll system according to the allocation of responsibilities between the Finance and HR Department.

What we are looking for

- University graduate in Accounting/Finance discipline, preferably with CPA Professional qualification.
- 8+ years of solid experience in Accounting/Finance.
- Sound knowledge of IFRS and government regulations governing schools.
- Knowledge of ERP, especially with SAP or SAP b1.
- Knowledge of electronic banking operations.
- Good command of English and Cantonese oral and written.
- Good leadership, organisational and communication skills.
- A team player who aims for excellence.

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources. Further information on the school, its facilities and programmes are available on the school's website



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<https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.