



DEUTSCH-SCHWEIZERISCHE  
INTERNATIONALE SCHULE  
GERMAN SWISS  
INTERNATIONAL SCHOOL

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 1250 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 from experienced and qualified candidates for the following position to **start as mutually agreed**.

### FINANCE SYSTEMS ASSISTANT MANAGER (2-Year Contract)

(Monday to Friday 8am to 4:30pm, on-site)

We are seeking a highly skilled and motivated Finance Systems Assistant Manager with expertise in SAP Business One to join our finance team. The primary focus of this role will be to drive process improvement initiatives across the finance team, as well as lead the implementation of a procurement portal and expense portal. The ideal candidate will have a strong understanding of finance processes, experience in SAP Business One, and a track record of successfully implementing system enhancements and driving process efficiencies.

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### DUTIES & RESPONSIBILITIES

- Analyze existing finance processes and identify areas for improvement, automation, and streamlining.
- Collaborate with cross-functional teams to gather requirements, design, and implement process improvements in SAP Business One.
- Lead the implementation of a procurement portal and expense portal, ensuring seamless integration with SAP Business One and other relevant systems.
- Develop and maintain documentation, including process maps, user guides, and training materials to support the finance team in adopting new processes and systems.
- Conduct training sessions and provide ongoing support to end-users to ensure successful adoption of new systems and processes.
- Collaborate with IT and external vendors to troubleshoot system issues, perform system upgrades, and implement system enhancements.
- Stay up-to-date with industry trends and best practices in finance systems and process automation, and make recommendations for continuous improvement.
- Assist with ad-hoc financial analysis, reporting, and projects as needed.

### REQUIREMENTS

- Sound technical knowledge and experiences of SAP (B1) and in ERP project implementation / management.
- Bachelor's degree in Finance, Accounting, Information Systems, or a related field.
- Minimum of 3 years of experience as a Finance Systems Analyst or similar role, with a focus on process improvement and system implementations.
- Strong project management skills, with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication skills, both verbal and written in English and Cantonese
- Ability to work independently with minimal supervision and as part of a team.

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 on a subsidised rate 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.

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 students at GSIS.*