

Head of Finance

The Vine Church is currently searching for a Head of Finance to join our team. In this position, the successful Candidate will be responsible for managing the accounting and finance functions, such as forecasting, account reconciliation and profit and loss reporting. The Head of Finance will oversee all activities related to income, auditing, accounts payable processing, accounts receivable collection, tax compliance, management reporting, including financial analysis and financial system.

If you have a strong background in corporate financial management, we want to hear from you. This position reports to the Operations Director.

Job Description

- Manage a team of accounting and finance personnel. Ensure that the finance team are informed of their roles, responsibilities and expectations and to provide them with appropriate, timely and accurate information, training and on-going development.
- Prepare statutory accounts for the organization, subsidiaries and all affiliated organizations, liaising with auditors as required. Oversee all audit and internal control operations.
- Work closely with the Compliance Manager to ensure that the guidelines and policies are up-to-date and enforced.
- Work with management team to manage the financial elements of supplier/service contracts.
- Assist the Operations Director with the preparation of the departmental budgets and forecast.
- To oversee the production of weekly/monthly/quarterly/annual financial assessments and prepare timely, accurate and detailed reports to be submitted to the senior management team
- Monitor cashflow and budgets in accordance with the requirements of company departments.
- Overseeing, updating and upgrading the company's finance IT system
- Banking facilities & payment gateway coordination
- Provide event support from Finance perspective
- Manage annual tax receipt to donor
- Handling tax enquires and related matters

Job Requirements

- Bachelor's Degree in Finance, Accounting or related field (Master's preferred)
- Certified Public Accountant with impeccable mathematics and analytical skills.
- Minimum 10+ years' financial management experience, preferably from both commercial and NGO environments. In-depth knowledge of accounting principles, financial laws, guidelines, and best practices
- Minimum 8+ years' team management. Ability to lead, motivate and coach team. Experienced servant leader.
- Able to meet tight deadlines and work evenings as needed.
- Good communication, interpersonal abilities and good relationship management skills.
- Experience in Finance/Accounting IT system project management, development and implementation.



- Must be fully bilingual in Chinese **and** English – i.e. must be able to converse in fluent, preferably native, Cantonese with local banking partners and comfortable using English on a daily basis with a diverse and international staff in the office.

Successful applicant with lesser experience maybe considered for a junior position.

How to apply

If you are interested, please send your cover letter and resume to hr@thevine.org.hk by 5pm, 17 June, 2019.