

Hong Kong International Photo Festival 香港國際攝影節

15.10–28.11.2021

ADMINISTRATION & FINANCE MANAGER

Launched in 2010, the Hong Kong International Photo Festival focuses on a different theme in each edition, discussing manifold issues and perspectives through noteworthy photographers and movements. Through a wide range of public programmes, the Festival bridges Hong Kong and international visual practitioners, creating conversations between people and place, past and present, and across borders.

Having stepped into its next decade, the Festival is currently looking for an administration and finance manager with NGO experience in order to further our plans and make greater progress as an arts organisation.

JOB DESCRIPTION

Duties and Responsibilities

- / All administrative work including project administration, office management, insurance, IT systems, and human resources;
- / Overall financial management, including budgeting and monitoring of project expenditures; forecasting expenditures; and maintaining and supervising project accounts, books of accounts, banking and financial operations;
- / Supervise and maintain financial and administrative records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- / Active support to the Board and the team, including advising on all financial aspects of project operations to ensure compliance with funding and Government rules and regulations, and daily operations;
- / Facilitation of board / committee / team meetings including scheduling and capturing minutes; and
- / Perform ad-hoc duties as required.



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Required Skills / Qualifications

- / Bachelor's Degree with minimum 3 years of managing finance and administration operations, preferably with government funded projects;
- / Strong analytical skills; meticulous self-starter with the ability to present solutions and anticipate needs;
- / Possess a broad knowledge of administrative financial processes and procedures;
- / Demonstrated ability to manage multiple projects simultaneously; and
- / Excellent communication skills, both verbal and written, in English and Chinese (Cantonese)

Employee Benefits

- / 18-day annual leave, paid sick leave and parental leave

If you are interested, please send your application with a cover letter and CV with your salary expectations to hr@hkipf.org.hk to the attention of Ms Lo, on or before 10th October, 2021. Please state the position you are applying for on the email subject. All collected data will be used for recruitment purposes only and kept in strict confidence for 6 months.

HKIPF is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and organisation need. If you are a member of any under-represented communities, you are encouraged to self-identify, on either your cover letter or CV.

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