



## **Financial Services Development Council**

The Financial Services Development Council ("FSDC") was established by the HKSAR Government in January 2013. The FSDC engages the financial services industry of Hong Kong and formulates proposals to promote the further development of the industry and map out the strategic direction for the development of Hong Kong as an international financial centre.

### **Manager (Corporate Development and Administration)** **(Ref: M (CDA))**

#### **Key Responsibilities**

1. To provide support to the Board of Directors and relevant Committee(s) on corporate development, governance and other administrative matters of the FSDC;
2. To support a wide range of general administration services including human resources, finance, office accommodation, procurement and supplies etc;
3. To support human resources functions including recruitment and executive search, payroll, insurance and benefits, etc;
4. To manage the accounts and budget and to support financial reporting processes;
5. To support all office administrative matters including telecommunication services, cleansing services, procurement of officer supplies and equipment, receipt and dispatch arrangement, etc.; and
6. To maintain internal guidelines and policies for the internal control and operations of the FSDC, including procurement guidelines, staff manuals, and assist in reviewing the guidelines and policies

as and when required etc.

## Requirements

1. Bachelor's degree or equivalent; preferably in human resources, business administration, accounting or related discipline;
2. Preferably with 4 years' post-qualification experience, with experience in work in administration and human resources, financial planning, accounting and resource management;
3. Strong problem solving skills; good communication and interpersonal skills; and
4. Fluent command of both spoken and written English and Chinese; and
5. Proficiency in computer knowledge and skills, including MS Office and Chinese word processing.

## Terms of Appointment & Package

Appointment will be offered on 3 years fixed-term contract. Fringe benefits include paid leave, medical insurance and MPF.

## How to Apply

Interested candidates please send, in not more than four pages altogether, a letter of application **quoting the corresponding job reference in the heading**, and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary, to **the Financial Services Development Council Secretariat at Units 3104-06, 31/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong or by email to [recruitment@fsdc.org.hk](mailto:recruitment@fsdc.org.hk) on or before 28 February 2019**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

*All applications will be handled in strict confidence and the information collected will only be used for recruitment related purposes. All information on unsuccessful candidates will be destroyed after 6 months from the close of application.*