



**Director of Finance and Operations**  
(Ref: MCW/20230323/DFO)

**CHANGE YOUR FUTURE AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.**

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

### Position Description

Mother's Choice is seeking to accelerate its growth and influence in the Hong Kong community. The Director of Finance and Operations is a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals. As part of the senior management team, He/she oversees the daily operations of Information Technology, Human Resources, Finance and Facilities and Administration, enabling the organization to have the resources and support needed to achieve our goals as set in our strategic plan reporting to the CEO.

### Key Responsibilities

#### 1. Finance

- Ensure the continued financial viability of Mother's Choice's Services through sound fiscal management;
- Be responsible for the overall financial and resources management of the organization; to ensure its ongoing viability in line with the organization's charitable status, mission and values. This includes advising the senior management team on investment strategies, cash flow, resources planning, budget scenario analysis as well as emergency/contingency planning;
- Provide timely and accurate monthly analysis of department financials, budgets, trends and development forecasts and make recommendations as may be appropriate to ensure budget control;
- Prepare other reports and analysis as required by the Finance Committee and/or the Board of Directors, as appropriate;
- Control that the appropriate policies, procedures and internal controls are in place to protect the assets of the organization and promote compliance with all applicable laws and regulations to achieve effective and efficient operations. Ensure funds are applied in accordance with its designated purposes and timeframe;
- Overall accountable for statutory audit and audit(s) required by other funding parties;
- Put in place efficient and effective systems including the use of IT to drive and manage changes necessary to support the organization's medium and long-term goals.
- Advise top management on any potential breach of regulations/by-laws, conflict of interests, or risk facing the organisation and, where applicable, suggest ways to address and/ or mitigate them;
- Ensure appropriate level of transparency in financial disclosure to the public /donors

#### 2. Information Technology & Impact Measurement

- Scope, prioritize and implement the infrastructure and data collection processes to support the growth and reach of our organization overall;
- Create efficiency gains and generate value/knowledge through data and technology;
- Define and map our data to articulate our impact through KPIs; Implement the processes and systems to collect, track, report and audit the progress on our KPIs and strategic outcomes systematically;
- Build up the organization's consumption of data to drive decisions through the rollout of dynamic automated dashboards informing each departments of their key metrics and business indicators,
- Ensure the stewardship of our data



### 3. Operations

- Provide effective leadership to enable the smooth, safe and efficient day-to-day operation of the organization and its facilities;
- Implement organizational wide policy and procedure changes and monitor the relevant organizational change;
- Lead internally the application process for new facilities in partnership with the Building Committee

### 4. Human Resources

- Human Resources: Instill a human capital development and “best in class” learning culture within Mother's Choice;
- Upgrade human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation and recruiting

### 5. Other

- Key point of contact for the Operations, Finance and Buildings Committee
- Key agent in the implementation and monitoring of organizational change tracking and reporting on the progress of the strategic plan implementation

## Requirements

- Educated to degree level, preferably in an appropriate discipline, such as Business Management, Finance Management etc. (Master's degree preferred but not essential)
- 15+ years' experience in a senior management position overseeing various corporate functions in any corporate industry and in supervising, managing and leading employees
- Strong business acumen, and knowledge of risk management methods
- Able to understand and lead people through complex business initiatives to the end point
- Exceptional interpersonal skills, a collaborative working style and the ability to communicate effectively at all levels
- Strong leadership skills and experience. Able to build teams and provide coaching, support and guidance to the teams and individuals as needed to reach their full potential
- Able to lead and influence others through change and strategic initiatives
- Sense of urgency. Able to meet deadlines
- A high degree of integrity and transparency
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount. Must be aligned to the culture, values and the vision of Mothers Choice. Passionate about the vision of Mothers Choice that every child is in a loving family and acts as an advocate for those who don't have a voice

## To Apply

Interested candidates please send a full resume , expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to [hr@motherschoice.org](mailto:hr@motherschoice.org)

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.