

## Chief Financial Officer

### Overview

This is a hybrid leadership role that combines the strategic oversight and the operational precision experience. The successful candidate will be responsible for financial planning, budgeting, reporting, compliance, and internal controls—This is a critical role in ensuring the financial health and sustainability of the growth of the Association.

### Key Responsibilities

#### Strategic Finance

- Develop and implement financial strategies aligned with the HKCTA's goals and funding model
- Lead budgeting, forecasting, and long-term financial planning
- Manage relationships with funding bodies, sponsors, auditors, and banks
- Provide financial insights to the Executive Committee and contribute to strategic decision-making
- Oversee cash flow, investment planning, and risk management

#### Accounting & Compliance

- Supervise and manage all accounting functions including accounts payable, accounts receivable, payroll, and general ledger
- Ensure timely and accurate preparation of monthly, quarterly, and annual financial statements and reports for the Council of the Association and key stakeholders;
- Develop, monitor and analyze budgets, cash flow, and financial KPIs to identify risks and opportunities
- Handle tax issues, audit coordination, and statutory compliance, to ensure compliance with all relevant financial regulations and tax requirements;
- Maintain internal controls and accounting policies in line with best practices
- Liaise with government departments and funding agencies regarding financial

reporting

- Report to the CEO, the COO and the President of the Association, also report to and communicate with the Finance Taskforce Committee and Audit Committee of the Association;

### **Qualification and Experience**

- Degree in Accounting, Finance, or related field; CPA/ACCA qualification preferred
- Minimum 10 years of relevant experience, including both strategic finance and accounting roles
- Experience in non-profit, sports, or public sector organizations is highly desirable
- Strong knowledge of Hong Kong financial regulations and funding mechanisms
- Proficiency in accounting software and financial reporting tools
- Excellent analytical, problem-solving and communication and stakeholder management skills
- Excellent leadership skills with strategic oversight, along with operational execution skillset.
- Passion for sports and community development is a plus

### **Application Method**

Interested candidates should submit a detailed CV to [info@tennishk.org](mailto:info@tennishk.org) with the subject line: “*Application for Chief Financial Officer*”.

All applications will be treated in the strictest confidence. Personal data provided will be used solely for recruitment and employment-related purposes.

**Application Deadline:** *30 November 2025*