

Job Description
Chief Treasury Accountant

Rank : Chief Treasury Accountant (D1)

Responsible to : Assistant Director (Finance)

Main Duties and Responsibilities :

1. to provide professional directorate input and participate in the planning and development of new education initiatives and policy changes;
2. to review and enhance existing financial and accounting systems; to initiate system redevelopment as and when required to make optimal use of information technology with a view to improving efficiency and effectiveness of processes;
3. to develop and implement a knowledge-based financial information warehouse to facilitate resource planning and management decision making by different divisions and sections of the department; to review the financial information needs of the department and enhance the warehouse facilities as and when required to keep pace with changes in departmental policies and objectives;
4. to provide support in the development of financial management in the school sector; to promote financial management concepts and good practices and foster an effective resource management culture;
5. to liaise with the policy and resource bureaux, divisions of the department and the school sector to ensure the smooth implementation of the above; and
6. to explore, develop and implement initiatives for continuous improvement in the financial management of the department and the school sector.