

China Construction Bank (Asia) Corporation Limited [“CCB (Asia)”] is the retail and commercial business platform of China Construction Bank Corporation [“CCB”] in Hong Kong. CCB (Asia) offers a wide array of banking products and services to customers, including consumer banking services, commercial banking services, corporate banking services, private banking services and cross-border financial services, etc.

We’re inviting high caliber professionals to share our vision and mark our success together.

Head of Procurement & Vendor Management

Principal Accountabilities

- Manage IT Finance and budget
- Responsible for IT Finance including budget planning, closing, workflow, operation and execution
- Deliver daily accounting and support procurement operations including the internal reporting and external audit purposes
- Manage whole set of IT financial and regularly report the status
- Implement effective internal controls on accounting workflows; handle accounting reconciliations, financial administrative / budgeting, settlement, operational improvements
- Ensure full compliance with the Bank policies and/or regulations of financial, budgeting with full records and reports and audit follow up
- Collaborate with PMO, Procurement, other IT Teams and Finance dept with the alignment of financial management

Job Requirements

- Degree holder in Accounting, Information Systems or related disciplines
- At least 10 years’ experience in Finance or similar functions with IT institutions
- Sound knowledge in budgeting, monitoring utilization activities
- Hands-on financing skills in tracking and monitoring capitalize and operational expenses
- Proficient in Microsoft Office, Excel, and good at writing Excel Macro is a plus
- Well familiar with IT projects, operations and execution
- Strong interpersonal, communication and organizational skills, sound analytical thinking and good team player
- Good command of spoken and written Chinese, Mandarin and English.
- Able to work under pressure and willing to work overtime when required
- Strong PC skill (e.g. SharePoint) and proficient in MS Office applications (MS Word, Excel, etc.)

To apply, please send the detailed resume together with your current and expected salary stated via email at recruithk@asia.ccb.com.

Applicants who are not contacted within 8 weeks may consider their applications unsuccessful and their personal data will be retained by the bank for a period up to two years.

All information provided by applicants will be used for recruitment purposes only and will be used strictly in accordance with the bank’s personal data policies, a copy of which will be provided upon request.