# POSITION SPECIFICATION

|  |  |
| --- | --- |
| **Position** | Finance Project Manager (Contract, Retail Project) |
| **Company** | DFI Retail Group |
| **Location** | Hong Kong |
| **Reporting Relationship** | Senior Finance Manager, Account Payables |
| **Website** | <http://www.dairyfarmgroup.com> |

# COMPANY BACKGROUND / CULTURE

DFI Retail Group is a leading pan-Asian retailer and operates across four broad formats: Food (including Supermarkets, Hypermarkets and Convenience stores), Health & Beauty, Home Furnishings, and Restaurants. The Group has operations in 12 markets and operates multiple formats in most markets to satisfy different customer segments and trades under well recognised brands.

At DFI Retail Group, we strive to give our customers across Asia a store they TRUST, delivering QUALITY, SERVICE and VALUE. When it comes to retail skills, our team members are the envy of the industry. We cultivate an organisational culture where team members can learn and grow by creating a workplace that attracts great people, builds capability, promotes talent and inspires excellence.

We are passionate about sharing our know-how and finding synergies across our businesses in Asia. Cooperation between store operations, supply chain & logistics, and store support centre is complemented by a culture which values sustainable results, teamwork and integrity. At the heart of our cultural values is a strategic priority to build strong customer focus retail models in each of our businesses.

We also believe in giving back to and supporting the communities in which we live and work. At the Group level, we support community initiatives benefiting people suffering or recovering from mental illnesses and the promotion of mental health awareness in Hong Kong and Singapore. At the country level, many of our businesses enthusiastically develop and support various local corporate social responsibility activities to promote sustainability and health & wellness in their communities.

DFI Retail Group is a member of the Jardine Matheson Group.

**OUR MISSION**

To give our customers across Asia a store they TRUST, delivering QUALITY, SEVIRCE and VALUE.

**Dairy Farm Values:**

* We put our customers first… always
* We respect each other
* We do the right thing
* We care passionately
* **JOB SCOPE**
  + Responsible for contributing to the “DFI Way” operating model for finance related processes.
  + Serve as a key member of the team, he/she will be heavily involved in system design of the new retail system for finance related function. This position will have frequent direct exposure to business process owners and subject matter experts across buy (commercial), move (supply chain), sell (retail stores), O2O (e-commerce) and finance.
* **KEY RESPONSIBILITIES**
  + Collect user requirements from different internal teams and confirm the to-be design
  + Implement and manage changes and interventions to ensure program goals are achieved
  + Communicates with vendor and internal parties on the changes of the system and current processes
  + Implement change management routines to assess change requests, make recommendations, secure business and line management approvals, and issue change orders. Assess change requests to determine impacts to scope, budget, schedule, quality and risk.
  + Identify, track, escalate and resolve project issues and risks; perform impact analysis and prioritization; identify and communicate appropriate corrective/mitigating actions
  + Identify stakeholders impacted by project rollout, devise and execute change management and communications plan accordingly to ensure smooth transition
  + Manage changes and risks which appear during the implementation of the program
  + Organize programs and activities in accordance with the mission and goals of the organization
  + Participate in UAT, prepare workflow, SOPs to users; plan team meetings, workshops and trainings to finance users (including outsourcing teams)
  + Support on Trade AP and payment daily operation for Accounting Service team if needed (for Hong Kong and Macau).
  + Assist in continuous improvement of accounting process and procedures
  + Support the annual audit and year-end process, and other ad hoc projects as required
* **PROFESSIONAL EXPERIENCE/ QUALIFICATIONS**
  + University graduate with a degree in in Accounting, Finance or a related discipline
  + Minimum 8 years of experience in auditing or accounting, experience in Retail/FMCG co. is preferred.
  + Prior experience in consulting and with experience in retail projects includes system implementation, are favorable
  + Qualified member of HKICPA or equivalent
  + A great team player with excellent interpersonal, communication and influencing skill
  + Solid analytical and problem-solving skills
  + Strong leadership skills with the ability to challenge status quo
  + Proactive, ability to work independently in a fast paced and evolving environment
  + Confident, collaborative, organized
  + Ability to work under pressure and prioritize workload
  + Detail oriented, high sense of responsibility
  + Experienced user of MS Excel, powerpoint and ERP system, preferably SAP
  + Good command of written and verbal English and Chinese