

Finance Office Organisation Structure

Simon Tang
Director of Finance

Maggie Chau
Associate Director of Finance

Francis Lam
Associate Director of Finance

Louretta So
Finance Manager

Paulette Lau
Finance Manager

Accounting and Financial Planning

- Budgets and Forecasts
- General Ledger
- Capital and Alterations, Additions, Repairs and Improvements Projects
- Earmarked Grant Projects
- Donations
- Conference Activities
- Non-UGC-funded Programmes
- Student Hostels and Visitors' Quarters
- Financial Statements and Annual Accounts (including Community College)
- UGC Returns
- UGC Common Data Collection
- Financial and Accounting Policies and Procedures
- Budget Committee
- Finance Committee

Payroll and Staff Disbursement

- Full-time Payroll
- Part-time Payroll
- Housing, Education and Passage Allowances
- Medical and Dental Benefits
- Staff Loans
- Staff Disbursement Claims
- Salaries Tax
- Superannuation Scheme and Mandatory Provident Fund

Procurement and Campus Services

- Tendering and Procurement Services
- Risk management and Insurance
- Administration of Medical and Dental Services
- Catering, Banking and Bookshop Services
- Fixed Assets
- Support of Tender Boards

Treasury and Research

- Government Grants
- Student Fees
- Donations
- Payments
- Research Projects
- Mainland Operations
- Investment
- Committee on Student Fees
- Investment Sub-Committee