



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants** is the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

To meet our business development needs, we are inviting high caliber professionals to join us for the following position:

### **OFFICER (ACCREDITATION), EDUCATION & TRAINING** **[Ref. O(ACC)-E&T]**

The successful candidate will assist the Associate Director and Manager of the Education and Training Department in all matters pertaining to the accreditation administration.

#### **Role and Responsibilities**

- Assist the development, implementation and review of accreditation policies and procedures
- Support the scheduling and co-ordination of accreditation exercises, including liaison with tertiary institutions/ programme providers, perusal of submission and preparation of documentation
- Monitor the quality and standard of accredited programmes to ensure compliance with the conditions and requirements of accreditation
- Handle the administration of the annual update review of accredited programmes and update programme information
- Vet applications for student registration in the Institute's Qualification Programme (QP)
- Handle enquiries from tertiary institutions, programme providers, prospective students as well as the general public relating to accreditation and registration matters
- Provide secretarial and administrative support to relevant committees and subgroups established within the above remit

#### **Qualifications and Required Attributes**

- A recognized university degree, preferably in accounting or business related field
- At least five years' relevant work experience, preferably from tertiary institutions or professional bodies
- Knowledge and understanding of the academic standards of programmes offered by higher education institutions in Hong Kong, Mainland and overseas will be an advantage
- Strong managerial and administrative abilities, computer literacy and interpersonal skills
- Excellent command of written and spoken English and Chinese (fluent Putonghua would be an advantage)
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism
- Able to work independently and supervise subordinates

Applications should be marked "**Confidential**" quoting the reference **[O(ACC)-E&T]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest date available. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** or by email to [hr@hki CPA.org.hk](mailto:hr@hki CPA.org.hk).

*Personal data provided will be used for recruitment purpose only.*

*For more information, please visit our website at [www.hki CPA.org.hk](http://www.hki CPA.org.hk).*