



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.

The Department of Quality Assurance is expanding to meet our business development needs. We are inviting high calibre professionals to join us for the following position:

MANAGER, QUALITY ASSURANCE (Ref. M-QA)

The Manager will report to the Director, Quality Assurance and Associate Director, Quality Assurance. The successful candidate will participate in the practice review programme of the Institute to assess audit practices' compliance with professional standards, i.e. HKSQC 1, auditing and accounting standards and the Code of Ethics for Professional Accountants.

Role and Responsibilities

- Preparing for, conducting and following up on on-site inspections and/or inhouse desktop reviews on audit practices under the practice review programme of the Institute. The reviews will include an assessment of audit practices' system of quality control and an inspection of completed audit engagements
- Providing technical and administrative support to relevant committees and working groups
- Assisting in the preparation, production and release of materials relating to practice review and other quality assurance programmes
- Handling enquiries from members and any other interested parties in relation to practice review and other quality assurance programmes
- Assisting in any other quality assurance programmes when requested

Qualifications and Required Attributes

- CPAs with a minimum of 3 years' post qualification experience recently gained in firms of CPAs
- Sound technical knowledge with extensive exposure to financial reporting and auditing and assurance standards
- High professional and ethical standards with a strong sense of commitment
- Able to work independently and have strong interpersonal skills
- Excellent written and oral communication skills in English and Chinese and able to prepare precise and concise reports

Applications should be marked “**Confidential**” quoting the reference code **(M-QA)** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. Applicants who can work for 3 days or more but less than 5 days a week will be considered for the position of a part time reviewer. For those applicants, their application should also indicate the days of the week that they can work. 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 at 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.