



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 calibre professionals to join us for the following position:

ASSOCIATE DIRECTOR/ MANAGER, EDUCATION AND TRAINING [Ref. AD-E&T]

The successful candidate will assist the Executive Director and the Director of the Education & Training Department in all matters pertaining to the Institute's Qualification Programme and other professional examinations and the Institute's Practical Experience Framework.

Role and Responsibilities

- Provide technical support to the Education & Training Department and specifically to the Institute's Qualification and Examinations Board in areas pertaining to examination setting and marking of the Institute's professional examinations
- Plan and implement operational policies and procedures for the Practical Experience Framework. This may include supporting the development of the new Practical Experience Framework.
- Handle enquiries from different stakeholders
- Provide secretariat support to various committees and subgroups dealing with education and training
- Perform other duties assigned by the Executive Director and Director of the department

Qualifications and Required Attributes

- A recognized university degree in accounting/ finance/ business
- CPA with a minimum of 5 years' post qualification experience, preferably gained in firms of CPAs and has experience in providing training
- A strong technical background, preferably including knowledge of professional standards in financial reporting, ethics as well as auditing and assurance
- High professional and ethical standards with a strong sense of commitment
- Ability to deal with different stakeholders, partner organizations in Hong Kong and internationally
- Well-organized, able to work on own initiative and supervise both professional and administrative staff
- Excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage

Applications should be marked "**Confidential**" quoting the reference **[AD-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.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hkicpa.org.hk.