



**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:

### **MANAGER, EDUCATION AND TRAINING [Ref. M-E&T(Exam)]**

The successful candidate will assist the Director and the Associate Directors of the Education & Training Department in all matters pertaining to the Institute's professional examinations, in particular the development and quality assurance of the Institute's CPA Qualification Programme (QP).

#### **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
- Manage development of learning materials and quality assurance
- Assess the needs of students and stakeholders for the design and development of new training materials, products or services
- Contribute to the development of strategies and action plans
- Provide secretariat support to various committees and subgroups dealing with education and training

#### **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 and business finance
- A good understanding of the QP philosophy and willingness to develop the programme for prospective CPAs training
- Strong managerial and interpersonal skills
- Well-organized and able to work independently
- Excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage

Applications should be marked "**Confidential**" quoting the reference **[M-E&T(Exam)]** 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@hkicpa.org.hk](mailto:hr@hkicpa.org.hk).

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

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