



**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 working to implement a programme of monitoring of compliance with the laws and regulations on Anti-Money Laundering and Counter-Terrorist Financing (AML/CFT) within the practice review function (AML monitoring programme). We are inviting high calibre professionals to join us for the following positions:

#### **ASSOCIATE DIRECTOR / MANAGER, QUALITY ASSURANCE (Ref. AD/M-QA)**

The Associate Director / Manager will report to the Director, Quality Assurance. The successful candidates will participate in the AML monitoring programme of the Institute.

#### **Role and Responsibilities**

- Conducting on-site and desktop reviews of AML/CFT policies and procedures of practice units to ensure that they comply with the relevant requirements
- Developing, maintaining and updating internal work programs with reference to the latest development of AML/CFT laws and regulations, standards and best practices and with due regard to specific circumstances of the accounting profession
- Assisting in preparation, production and release of alerts and other publication materials relating to the AML monitoring programme
- Handling enquiries from members and any other interested parties in relation to the AML monitoring programme
- Providing technical and administrative support to relevant committees and assisting in any other quality assurance programmes

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

- CPAs with a minimum of 3 years' post qualification experience in AML, regulatory compliance, internal audit or other related fields. Candidates with a minimum of 8 years' relevant post qualification experience will be considered for the position of Assistant Director
- Good knowledge of AML/CFT developments and understanding of Hong Kong's AML/CFT Ordinance and related AML guidelines for professional accountants
- 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 **(AD/M-QA)** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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](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).*