



**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 accountancy 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 professional to join us for the following position:

### **ADMINISTRATOR, STANDARD SETTING (Ref. A-SS)**

Reporting to the Managers, Associate Directors and Deputy Directors and Director of Standard Setting, the successful candidate will take responsibility for maintaining the Members Handbook or publications that the Institute issues and the Department's communication channels to members.

#### **Role and Responsibilities**

- To prepare, produce and publish updates to the Members Handbook. To carry out this responsibility, the Administrator is expected to:
  - (a) be detail-oriented in the preparation and production of the updates;
  - (b) comply with the necessary steps to ensure updates are converged with international standards; and
  - (c) recommend improvements to the Members Handbook update process.
- To prepare, produce and publish timely and relevant updates to the Department's communication channels, including the website, newsletters, LinkedIn and other applications. To carry out this responsibility, the Administrator is expected to:
  - (a) comply with the HKICPA's communication and risk policies; and
  - (b) recommend improvements to the Department's communication channels.
- To assist in handling any enquiries from members and any other interested parties in relation to standard setting.
- To preserve and aid in preserving secrecy at all times during and after appointment with regard to any matters coming to your knowledge in the performance or in assisting in the performance of your duties in the Institute.
- To carry out any other activities relevant to standard setting and as assigned by Associate Directors, Deputy Directors and Director of Standard Setting.

## **Qualifications and Required Attributes**

- Diploma or above with good command of written and spoken English.
- Advanced word processing/typing skills in English and Chinese and adept at using MS Word.
- Skilled at creating professional and effective presentation slides and other visual aide, e.g. infographs, using PowerPoint or other application.
- Adept at using digital tools to improve efficiency or in daily tasks.
- Experienced at or has an interest in using social media (LinkedIn, WeChat) as a communication tool.
- Detail-oriented.
- Good listening skills, capable at working with different personalities.
- Proactive and self-motivated, responsible, well-organized and meticulous.
- Outgoing personality with good interpersonal and communication skills.
- Willing to perform overtime duty.
- Experienced at or has an interest in media production would be an advantage.
- Experienced at copywriting or professional editing in English and Chinese would be an advantage.

Applications should be marked “**Confidential**” quoting the reference code (**A-SS**) 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@hkipa.org.hk](mailto:hr@hkipa.org.hk).

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

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