



**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]**

The successful candidate will assist the Associate Director in all matters pertaining to the Institute's professional examinations under the new 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
- Provide technical support in reviewing the QP workshop materials and activities
- Manage the running of workshops and monitor the quality of workshop delivery
- Assist in the planning of the Train-The-Trainer programme for the new QP workshops
- Assist in the development of IT system under the new QP
- Assist in the implementation of the new QP
- Handle enquiries from different stakeholders
- Provide administrative and secretariat support to various committees and subgroups served by the Education & Training Department of the Institute

#### **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 with knowledge of professional standards in financial reporting, business finance, ethics as well as auditing and assurance
- A good understanding of the QP philosophy and the curriculum and academic standards of various levels of accountancy study programmes offered by local, Mainland or overseas tertiary institutions will be an advantage
- Well-organized, able to work on own initiative and supervise subordinate staff
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism
- Excellent command of written and spoken English and Chinese; computer literacy and able to prepare precise and concise reports. Proficiency in Putonghua would be an advantage

Applications should be marked "Confidential" quoting the reference **[M-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](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).*