



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**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, ADMISSION [Ref. M-ADM]**

The successful candidate will assist the Director and Associate Director of Admission in all matters pertaining to the registration of public interest entity auditors ("PIE Auditors"), i.e. listed company auditors.

#### **Role and Responsibilities:**

- Prepare guidelines, procedures, correspondence with member practices, reports to Committees and other materials relating to registration and renewal of local PIE Auditors
- Communicate with the Institute's members and stakeholders on matters concerning registration of PIE Auditors
- Vet applications for registration as local PIE Auditors
- Maintain the registers of local and overseas PIE Auditors
- Liaise with the Financial Reporting Council on oversight matters
- Handle enquiries from applicants in relation to PIE Auditor registration
- Perform other duties assigned by Director and Associate Director of Admission

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

- University graduate and CPA with a minimum of five years' experience gained in an accounting professional practice and/or a professional or regulatory body. Some auditing experience and knowledge about listing activities preferred.
- Good command of written and spoken English and Chinese including Putonghua
- Strong project management, analytical and problem solving skills
- Well-organised, able to work independently and in teams
- Self-motivated and confident in dealing with members and stakeholders at all levels
- Proficient in MS Word, Excel and PowerPoint

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