



**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.

### **MANAGER, ADVOCACY AND PRACTICE DEVELOPMENT [Ref. M-A&PD]**

We are inviting high calibre professionals to join our Advocacy and Practice Development Department ("APD"). This job offers exciting and challenging opportunities to help lead the Institute's activities in areas that are central to maintaining the international profile of Hong Kong and the Institute.

APD is responsible for thought leadership, professional development and advocacy work for the accounting profession in relation to taxation (Hong Kong, Mainland/ cross-border and international taxation), insolvency and restructuring, corporate governance, forensic accounting, anti-money laundering ("AML") and other areas.

One of APD's regular projects involves organizing the Institute's Best Corporate Governance Awards, which is a flagship and highly-reputed project, benchmarking Hong Kong's current corporate governance standards in the private and public sectors. The department also plays a leading role in developing AML guidance and support for members, and liaising with various internal and external stakeholders in relation to the AML regulatory framework for the accountancy profession in Hong Kong. It is responsible for managing the Institute's Taxation Faculty, Restructuring and Insolvency Faculty, and Forensics Interest Group. These specialist groups provide platforms for knowledge sharing, professional development and technical work for professionals working or having a keen interest in the relevant specialisation.

Other projects and activities handled by the department include:

- organizing continuous professional development seminars and updates in the areas of practice for which APD is responsible;
- liaising with relevant departments of the Hong Kong SAR Government and with regulators, as well as with Mainland tax authorities;
- preparing technical submissions in response to public consultations, legislative initiatives and policy proposals.

## **Role and Responsibilities**

The role is expected to include responsibility for/ involvement in:

- Providing technical and secretarial support to committees and technical/ specialist groups, in particular the Taxation Faculty, including liaison with the Mainland tax authorities and information-gathering on Mainland tax issues
- Organizing the Best Corporate Governance Awards
- Providing technical and administrative support to professional staff of the department
- Coordinating and drafting technical information and papers, including electronic newsletters, for dissemination to members
- Conducting research in relation to the department's projects
- Organizing professional development activities and events (e.g., seminars, conferences and networking events)
- Some travelling is required, but frequent travelling is not expected

## **Qualifications and Required Attributes**

- A recognized university degree. A member of the Institute or a major international professional accounting body is preferred
- A minimum of 5 years' post qualification relevant experience working experience, strong working experience in tax preferred
- A strong technical background, preferably including knowledge of one or more of the areas handled by the department
- High professional and ethical standards with a strong sense of commitment
- Ability to deal with a range of stakeholders and partner organizations in Hong Kong and internationally
- Team player, with good organizational skills and the ability to work independently without close supervision
- Excellent written and oral communication skills in English and Chinese. Good command of Putonghua would be an advantage

Applications should be marked "**Confidential**" quoting the relevant reference [M-A&PD] with full details of education, work experience, present and expected salary, 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 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).*