



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, as well as governance related matters.

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
- Handle enquiries from applicants in relation to PIE Auditor registration
- Coordinate the Institute's committee appointments and related matters
- Assist in research and drafting work on matters relating to the Institute's governance
- Perform other duties assigned by Director and Associate Director of Admission

Qualifications and Required Attributes:

- University graduate with a minimum of six years' relevant experience gained in a professional, regulatory or public body or an organization of similar nature. A member of the Institute or a major international professional accounting body is preferred but not essential.
- 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
- Suitable candidates with less experience or qualification may be considered for appointment as Associate Manager.

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@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.*