



**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.

The Quality Assurance Department is working to enhance risk-based supervision of accounting professionals concerning anti-money laundering and counter-terrorist financing ("AML / CTF") compliance. We are inviting high calibre professionals to join us for the following position:

**MANAGER, QUALITY ASSURANCE (Ref. M-QA&AML)**

The successful candidate will participate in developing and implementing the enhanced AML / CTF risk-based supervision programme and also other matters within the practice review function.

**Role and Responsibilities**

- Developing, conducting and following up on profession-wide surveys to collect information in relation to the money laundering and terrorist financing ("ML / TF") risks at sectoral and individual institutional levels of the accounting profession.
- Developing, conducting and following up on ML / TF risk assessments at the sectoral and at the institutional levels with a view to helping the development of the selection plan for AML / CTF monitoring activities.
- Developing, maintaining and updating internal work programs or manuals under the enhanced AML / CTF risk-based supervision programme with reference to the latest development of laws and regulations, professional standards and best practices and with due regard to specific circumstances of the accounting profession.
- Preparing for, conducting and following up on on-site inspections and/or in-house desktop and other reviews under the practice review programmes.
- Developing, maintaining and updating AML / CTF and other practice review related policies, circulars, publications or other member communications in relation to the latest applicable statutory and regulatory requirements.
- Providing technical and administrative support to relevant committees and task force.
- Assisting in communication, cooperation and coordination, as appropriate, with stakeholders, including members, member practices, government departments, law enforcement agencies, regulatory authorities or other professional bodies.
- Handling enquiries from members and any other interested parties in relation to the enhanced AML / CTF risk-based supervision and other quality assurance programmes.

- Supporting initiatives to promote awareness and understanding of ML / TF risk of the accounting profession on a continuously basis.
- Assisting in any other quality assurance programmes when requested.

### **Qualifications and Required Attributes**

- CPAs with a minimum of 3 years' post qualification experience in AML / CTF, regulatory compliance, internal audit or other related fields
- Hands-on experience and sound technical knowledge relating to AML / CTF compliance and preferably with ACAMS qualification or equivalent
- Good knowledge of AML / CTF developments and ML / TF risk relating to the accounting industry
- Good understanding of the AML / CTF Ordinance and related AML / CTF guidelines for professional accountants
- High professional and ethical standards with a strong sense of commitment
- Able to work independently and have strong interpersonal skills
- Excellent written and oral communication skills in English and Chinese and able to prepare precise and concise reports

Applications should be marked "**Confidential**" quoting the reference code **(M-QA&AML)** 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@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).*