



**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 professional to join us for the following position:

### **Legal Counsel, Enforcement [Ref.: LC-E]**

#### **Duties and Responsibilities**

Successful candidate will effectively process and manage disciplinary cases, as well as other regulatory matters and projects within the remit of the Legal Department.

#### **Duties**

- Provide support to the Legal Department in discharging their duties under the Professional Accountants Ordinance concerning disciplinary matters and to assist in the Institute's Professional Accountants' Ordinance amendment project.
- Undertake prosecutions and preparation of information used in disciplinary and court proceedings and to attend disciplinary and court hearings.
- Provide legal advice to other departments in the Institute.
- Instruct and liaise with external legal advisors.
- Assist in developing reference materials and provide input for improvement of policies and procedures relating to regulatory matters.
- Establish effective channels of communication with key stakeholders including parties to the disciplinary proceedings.
- Provide support to panels, committees and regulatory boards falling within the responsibility of the Legal Department by preparing agendas, attending committee and subcommittee meetings, preparing minutes and dealing with members' correspondence.
- Assist in preparing papers on technical topics as requested by committees or the Council on an ad-hoc basis.
- Perform any other duties as assigned by the Chief Executive & Registrar and General Counsel.

## **Qualifications**

- Degree in Law;
- Hong Kong qualified solicitor or barrister with a minimum of 8 years of post-qualification experience in the legal profession;
- Dispute resolution experience such as court litigation, regulatory or disciplinary proceedings. Experience in working in any regulators would be an advantage;
- Strong legal research and drafting skills, managerial and administrative abilities, computer literacy and interpersonal skills;
- Excellent command of written and spoken English and Chinese, including Putonghua;
- Excellent analytical, communication, presentation and writing skills and able to negotiate at all levels both within and outside the organization; and
- Able to work independently and be a self-starter.

Applications should be marked “**Confidential**” quoting the reference **(LC-E)** 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 [talent@hkipa.org.hk](mailto:talent@hkipa.org.hk)

*Personal data provided will be used for recruitment purpose only.*

*For more information, please visit our website at [www.hkipa.org.hk](http://www.hkipa.org.hk).*