



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

The Hong Kong Institute of Certified Public Accountants is 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:

ASSOCIATE MANAGER, MEMBERSHIP & ADMISSION [Ref. AM-M&A]

The successful candidate will assist the Director and Associate Director of Membership & Admission in the following matters:

- support the work of the Registration Committee, Governance Committee and Nomination Committee
- assist in reviewing and formulating policies relating to registration requirements and procedures, including CPD policies
- assist in the CPD annual declaration process and annual CPD audit
- assist in handling Accounting and Financial Reporting Council's oversight matters
- act as a project team member on IT projects
- monitor web updates and online application / change requests
- assist in preparation of budget for the department and other duties assigned

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
- CPA qualification is preferred but not required
- 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, Chinese Word Processing and PowerPoint

Applications should be marked "**Confidential**" quoting the reference **[AM-M&A]** 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 talent@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.