



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:

GENERAL / LEGAL COUNSEL (Ref: G/LC-Legal)

Role:

The General / Legal Counsel reports to the Chief Executive & Registrar and acts as legal advisor to Council and the Institute. S/he will be involved in strategizing and managing the legal function of the Institute.

The main duties include but not limited to:

1. Ensure the compliance with the Professional Accountants Ordinance ("PAO"), its By-Laws and other relevant laws and regulations at all times.
2. Advise Chief Executive & Registrar and Council regarding the application of and revisions (if any) to the PAO, its By-Laws and other applicable laws and legislation.
3. Handle disputes, complaints, disciplinary cases against registered students and legacy cases against members, as well as appeals and related litigations.
4. Provide legal advice to Council, committees, various departments and the charitable trust of the Institute.
5. Provide support to Council and committees including attending meetings and preparing related documents.
6. Prepare and review of policy, guidelines, agreements and other relevant documentation.
7. Liaison with other key stakeholders including external legal advisors, government departments and statutory / regulatory bodies.
8. Ensure an effective operation of the legal function.

Qualifications and Required Attributes:

- A professional qualification in law; additional qualification in accounting, business administration or related subjects would be an advantage.
- A minimum of 10 years of post-qualification experience in professional bodies/

public sector/ sizeable organizations.

- Broad legal knowledge in corporate law, litigations, data privacy, AML, etc. Solid experience in litigation, judicial reviews and disciplinary proceedings would be an asset.
- Excellent communication, interpersonal, negotiation, and stakeholder management skills.
- Strong project management and problem-solving skills, as well as ability to manage multiple priorities.
- An excellent command of written and spoken English and Chinese.

Applications should be marked "**Confidential**" quoting the reference [G/LC-Legal] 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, Wan Chai, Hong Kong or by email to 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.