



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:

MANAGER, EDUCATION AND TRAINING (12-month contract) [Ref. M(C)-E&T]

The successful candidate will assist the Director, Deputy Director and Associate Directors of the Education & Training Department in all matters pertaining to the Institute's Qualification Programme ("QP").

Role and Responsibilities

- Assist in the planning and implementation of quality assurance and operational policies and procedures for the QP workshops and examinations.
- Provide technical support to the Education & Training Department and specifically to the Institute's Qualification and Examinations Board in areas pertaining to examination setting and marking of the QP examinations, reviewing the QP workshop materials and QP learning materials.
- Provide administrative and secretariat support to various committees and subgroups served by the Department of Education & Training of the Institute.
- Assist in technical evaluation on qualification programs of overseas accountancy bodies for new or renewal of existing recognition agreements between such bodies and HKICPA.
- Perform other duties assigned by the Director, Deputy Director and Associate Directors of the department.

Qualifications and Required Attributes

- A recognized university degree in accounting/ finance/ business.
- CPA with a minimum of 5 years' post qualification experience, preferably gained in firms of CPAs with experience in providing training.
- A strong technical background, preferably including knowledge of accounting, audit or finance.
- High professional and ethical standards with a strong sense of commitment.
- Ability to deal with different stakeholders, partner organizations in Hong Kong and internationally.

- Well-organized, able to work on own initiative and supervise administrative staff.
- Excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage.

Applications should be marked "**Confidential**" quoting the reference **[M(C)-E&T]** 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 to 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.