



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

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 professionals to join us for the following position:

ASSOCIATE MANAGER / MANAGER, MEMBER ENGAGEMENT (Ref. AM/M-ME)

The successful candidate will assist the Head of Member Engagement in all matters pertaining to committee work and project management.

Role and Responsibilities

- Provide administrative support to committees
- Plan and manage events and services, including related communications
- Handle correspondences, compile reports and publications as required
- Communicate with internal and external stakeholders, and develop and improve initiatives to better serve members' needs
- Manage departmental activities and supervise staff as assigned
- Occasional travel, e.g. to the Chinese Mainland, may be required

Qualifications and Required Attributes

- A minimum of 5 years' relevant working experience in project management, and a recognized university degree.
- Good command of written and spoken English and Chinese; fluency in Putonghua is preferable.
- Good interpersonal, communication, data processing and presentation skills
- Able to work independently and engage effectively with diverse stakeholders
- Industry and business knowledge is preferable
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing; working knowledge of graphic design and video editing tools is an advantage.
- Candidates with particularly strong and relevant experience may be considered for appointment as Manager.

Applications should be marked "**Confidential**" quoting the reference code **[AM/M-ME]** 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 to hr@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