



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:

Manager (Editorial and Content Strategy), Corporate Communications

Job Description

- Maintain and enforce the Institute's editorial tone of voice across all corporate publications, ensuring consistency and quality in high-level messaging and annual reports.
- Translate complex accounting frameworks, financial regulations, and disciplinary findings into clear, accessible, and compelling public interest narratives.
- Oversee, produce and optimize all direct member communication channels, serving as the lead for eDM campaigns and periodic member newsletters to ensure narrative alignment, political sensitivity, and message quality.
- Support the Senior Manager in adapting and repurposing technical materials into suitable formats for the Institute's digital and print channels.
- Draft and polish press releases, media statements, executive speeches, and feature articles under tight deadlines with absolute accuracy.
- Collaborate with internal departments to shape technical initiatives into clear corporate stories that resonate with members and the wider public

Qualifications and Required Attributes

- Degree or above in Communications, Journalism, English, Translation or related disciplines related disciplines.
- A minimum of 6 years' solid, hands-on experience in high-level English copywriting, financial journalism, speechwriting. Communications specialists from financial services or regulatory bodies are strongly preferred.
- Understanding Hong Kong's financial markets, corporate governance, and the regulatory framework governing the accounting profession is an advantage.
- Exceptional written English — including grammar, tone, and vocabulary — with the ability to write confidently for executive-level audiences. Strong command of Traditional Chinese for reading and accurate adaptation of technical content into English.
- Proven ability to work as an independent contributor: self-directed, well-organised, and able to manage multiple pipelines without direct reports.
- Meticulous attention to detail, low tolerance for error, and the resilience to deliver quality work under pressure.

Applications should be marked "Confidential" quoting the reference [M - CC] with full details of education, professional qualification, 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 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.