



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, EDUCATION AND TRAINING [Ref. M/AM(QA)-E&T]

The successful candidate will assist the Deputy Director of the Education and Training Department in all matters pertaining to the formulation and implementation of policies concerning module exemptions applications, student registration and admission, and student records management under the Qualification Programme (QP).

Role and Responsibilities

- Plan, review and implement student registration policies and procedures
- Lead the team in handling all student related matters, such as handling module exemption applications, student registration and annual renewal, and student data management
- Support departmental budgeting and conduct statistical analysis
- Monitor the development and implementation of the student information system
- Handle enquiries from students, internal and external stakeholders
- Perform other duties as assigned by the Director or Deputy Director

Qualifications and Required Attributes

- A recognized university degree, preferably in business related field
- At least eight years' relevant experience, preferably in student registry functions
- Strong data analysis, supervisory, and project management skills; able to work independently under pressure and meet deadlines
- Excellent communication and presentation skills; professional representation across all levels
- Proficiency in English and Chinese, with computer literacy and concise report writing; Putonghua would be an advantage
- Knowledge of Campus Solution and experience in system development/implementation would be an advantage
- Willingness to work overtime; immediate availability preferred

Applications should be marked "Confidential" quoting the reference **[M (QA)-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 hr@hki CPA.org.hk.