



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 / Senior Manager, Sustainability**

#### **Job Description**

- Support the development, implementation and review of the Institute's sustainability strategies, policies and action plans.
- Develop and drive cross-functional initiatives to identify and manage sustainability-related risks and opportunities, improve sustainability performance and embed sustainability considerations across the Institute's operations.
- Identify capacity-building needs and opportunities, and develop continuing professional development programmes, training initiatives and other learning activities on sustainability reporting, assurance and related topics for members and the wider profession.
- Coordinate the work of the Sustainability Committee, including preparing meeting materials, following up on agreed actions and implementation of work plans.
- Engage regulators, professional bodies, academics and other stakeholders to advance the sustainability agenda and strengthen collaboration across Hong Kong and internationally.
- Manage the Institute's sustainability and climate-related reporting process, including data collection, analysis and the preparation of disclosures in accordance with recognized standards, including HKFRS S1 and HKFRS S2.
- Conduct research and analysis on emerging sustainability developments and leading practices, particularly in sustainability reporting and assurance, and contribute to the development of thought leadership materials and stakeholder communications.
- Support the Institute's participation in local and international sustainability-related forums, working groups, consultations and collaborative initiatives.
- Undertake other duties and ad hoc assignments as required

## **Qualifications and Required Attributes**

- Bachelor's degree or above in sustainability, accounting, business or a related discipline.
- At least five years of relevant experience in sustainability advisory, assurance or an in-house sustainability function, preferably gained in a sizable organization.
- Sound knowledge of sustainability disclosure and assurance standards, as well as leading sustainability practices, including climate risk assessment and carbon management.
- Member of HKICPA or another recognized professional accounting body, or a relevant sustainability-related professional qualification, would be an advantage.
- Proficiency in both written and spoken English and Chinese.
- Excellent project management, communication and presentation skills.
- Well-organized, detail-oriented, self-motivated and able to work independently.
- Proficiency in Microsoft Office applications, including Excel, Word, PowerPoint and Outlook, as well as Chinese word processing.
- Familiarity with AI tools and their practical application in research, content development, data analysis, multimedia production would be an advantage.

Applications should be marked "Confidential" quoting the reference [M/SM - Sustain ] 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@hkipa.org.hk](mailto:hr@hkipa.org.hk).

*Personal data provided will be used for recruitment purpose only.  
For more information, please visit our website at [www.hkipa.org.hk](http://www.hkipa.org.hk).*