



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:

SENIOR MANAGER, MEMBER ENGAGEMENT (Ref. SM-ME)

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

Role and Responsibilities

- Develop and drive departmental strategies and initiatives to enhance member engagement and professional development
- Coordinate the work of membership sector committees, including preparing meeting materials, tracking action items and implementation of work plans
- Plan and manage member-facing events and services, including related communications and promotional activities
- Prepare correspondence, reports and publications as required
- Build and maintain effective relationships with internal and external stakeholders, continuously refine initiatives to better meet members' needs
- Supervise and coach assigned staff
- Occasional travel, e.g. to the Chinese Mainland, may be required

Qualifications and Required Attributes

- A recognized university degree and a minimum of 7 years' relevant working experience in project management, member services or a related field.
- Member of HKICPA or another recognized professional accounting body would be an advantage.
- Good command of written and spoken English and Chinese; fluency in Putonghua is preferable.
- Good interpersonal, communication, data analysis and presentation skills
- Well-organized, detail-oriented, self-motivated and able to work independently
- Industry and business knowledge are preferable
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing;
- Familiarity with AI tools and their practical application in research, content development, data analysis and multimedia production would be an advantage

Applications should be marked “**Confidential**” quoting the reference code [SM-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