



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, Chinese Mainland Affairs

Job Description

- Develop and produce high-quality content, including executive speeches, briefing papers, presentations, reports, correspondence and other strategic communications to strengthen the Institute's presence in the Chinese Mainland.
- Prepare and review Qualification Programme (QP) promotional materials to ensure accuracy, consistency and alignment with key messaging.
- Coordinate with internal departments on content planning and publishing schedules across the Institute's communication and social media platforms.
- Provide secretariat support to relevant committees and working groups, including preparing meeting materials, recording minutes and monitoring the implementation of work plans.
- Support the planning and delivery of departmental events and engagement initiatives, including official visits, cross-border delegations, conferences, forums, partnership programmes, networking activities and university outreach.
- Perform other duties and undertake projects as assigned in support of departmental and organisational objectives.

Qualifications and Required Attributes

- Degree holder in Communications, Public Relations, Journalism, Marketing, or a related discipline.
- Minimum of 6 years' relevant experience in Chinese copywriting, marketing communications, content development, or related fields.

- Excellent command of written Chinese and English, with strong experience in developing and adapting content for different audiences, purposes, and communication channels.
- Knowledge of the Chinese Mainland business environment, accounting profession, and regulatory landscape would be a distinct advantage.
- Self-motivated, proactive, detail-oriented, and able to work independently with a strong sense of responsibility.
- Occasional travel to Chinese Mainland is required

Applications should be marked "Confidential" quoting the reference [AM/M - CMA] 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.