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.

We are seeking a high-caliber Senior Manager (Public Affairs) to serve as a strategic relationship architect. The successful candidate will proactively elevate the Institute's statutory authority, expand its industry influence, and help shape critical public policy conversations..

Senior Manager (Public Affairs), Corporate Communications

Job Description

- **Stakeholder Engagement & Advocacy:** Drive and maintain relationships with Legislative Council members, government officials, statutory authorities, think tanks to drive proactive institutional advocacy
- **Public Affairs Initiatives:** Formulate and execute comprehensive public affairs strategies and leadership outreach programmes to reinforce the Institute's statutory authority and public interest mission.
- **Risk & Reputation Management:** Continuously monitor political, socio-economic, and regulatory developments in Hong Kong and Chinese Mainland, providing senior leadership with timely risk assessments and strategic reputation management counsel.
- **Drive policy research and strategic submissions:** Conduct structured research on critical industry and regulatory issues (e.g., talent pipeline, cross-border practice rights, regulatory burden) and synthesize technical data into high-impact deliverables—including official policy position papers, public submissions, executive briefs, and leadership speaking notes—that highlight socio-economic impacts, key risks, and strategic recommendations.
- **Strategic Partnerships:** Orchestrate and maintain high-value alliances with local and international Chambers of Commerce to drive joint professional initiatives.
- **Event Management:** Oversee and institutionalize the operational logistics for high-level courtesy visits, institutional tours, and key stakeholder events.

- Support management functions for the Department

Qualifications and Required Attributes

- Bachelor's degree or above in Communications, Journalism, Public/Government Relations, Public Administration, or related disciplines.

- A minimum of 10 years of progressive, post-qualification working experience. Preference will be given to candidates with backgrounds in statutory bodies, public sector, professional bodies or financial institutions.

- Deep understanding of Hong Kong's political, socio-economic, and regulatory landscape, backed by a proven track record of successfully managing sensitive institutional relationships.

- Established and active network within Hong Kong's public policy sphere, government sectors, and major chambers of commerce is highly advantageous.

- Excellent command of written and spoken English and Chinese (including Cantonese and Putonghua) with superior presentation and negotiation skills.

- Proactive leader and highly collaborative team player possessing strong project management capabilities, high emotional intelligence, and the professional maturity to thrive in a high-stakes, fast-paced environment.

Applications should be marked "Confidential" quoting the reference [SM(PA) - 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.