



The Hong Kong Institute of Certified Public Accountants is the standard-setter for Hong Kong responsible for the development, maintenance and enhancement of Hong Kong standards with a focus on accounting, auditing and assurance in the private sector, and professional ethics for accountants. The Institute is also 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 the public interest of Hong Kong.

We are inviting high calibre professionals to join us for the following positions to lead the Institute's activities in an area that is central to maintaining the first class international profile of Hong Kong and the Institute:

MANAGER, FINANCE [Ref. FM-F&A]

Role

The Finance Manager is responsible for supporting the Institute's financial control, reporting, treasury, risks & control functions. Assist the Associate Director of Finance to deliver cost effective, efficient and quality service.

Responsibilities

- Maintain and ensure high standards of financial controls and reporting, and compliance of statutory, group policies and regulatory requirements.
- Review and formulate operational policies for the responsible functions, establish effective procedures, streamline the operation flows and identify any potential issues.
- Plan and re-engineer work procedures to ensure high level of operating performance with value-added services.
- Handle tax submission, including corporate profits tax, withholding tax calculation, etc.
- Monitor treasury function and maintain updated bank mandates according to the corporate policy.
- Manage the procurement process and handle overseas travelling related matters.
- Support management in monitoring the enterprise risks and updating the mitigation measures regularly.
- Support any system enhancement projects and ad-hoc projects as required.

Qualifications & Requirements

- Bachelor degree in Accounting, Finance or related discipline
- Qualified Accountant of HKICPA or other recognized professional accounting bodies
- Minimum 6 years of post-qualification experience in financial accounting, of which 3 years in management level with sizable organization/ listed company, prior audit experience gained from top-tier CPA firm is an advantage.
- Proficient in Microsoft Office, including Excel, Word and PowerPoint
- Proficient in spoken and written English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work under pressure independently and self-motivated

Applications should be marked “**Confidential**” quoting the reference code [Ref. FM-F&A] with full details of education, work experience, present an 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 talent@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.