



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, EDUCATION AND TRAINING [Ref. AM(QA)-E&T]

The successful candidate will assist the Manager and Associate Director of the Education and Training Department in all matters pertaining to the formulation and implementation of policies concerning student registration, student records, student admission and programme accreditation under the new Qualification Programme (QP).

Role and Responsibilities

- Planning, implementing and reviewing student registration policies and procedures
- Providing administrative support in the handling of student data, scheduling, student registration and related matters
- Handle applications for student registration and module enrolment of the QP
- Providing support in the preparation of various statistics analysis
- Assist the assessment and monitoring of the quality and standard of the Institute's accredited programmes and their compliance with the requirements for programme accreditation
- Monitor the student information system
- Handle enquiries from different stakeholders

Qualifications and Required Attributes

- A recognized university degree, preferably in business related field
- At least five years' hands-on working experience in registry functions
- A high level of competence in data analysis is essential.
- Knowledge on Campus Solution is in advantage.
- Strong managerial and administrative abilities and interpersonal skills.
- Well-organized, able to work independently and meet tight deadlines
- Excellent command of written and spoken English and Chinese
- Proficiency in Putonghua would be an advantage
- Willing to perform overtime work as needed

Applications should be marked "Confidential" quoting the reference **[AM(QA)-E&T]** with full details of education, 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@hki CPA.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hki CPA.org.hk.