



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:

MANAGER, ADMISSION [Ref. M-ADM]

The successful candidate will assist the Director and Associate Director of Admission in all matters pertaining to the registration of public interest entity auditors ("PIE Auditors"), i.e. listed company auditors.

Role and Responsibilities:

- Prepare guidelines, procedures, correspondence with member practices, reports to Committees and other materials relating to registration and renewal of local PIE Auditors
- Communicate with the Institute's members and stakeholders on matters concerning registration of PIE Auditors
- Vet applications for registration as local PIE Auditors
- Maintain the registers of local and overseas PIE Auditors
- Liaise with the Financial Reporting Council on oversight matters
- Handle enquiries from applicants in relation to PIE Auditor registration
- Perform other duties assigned by Director and Associate Director of Admission

Qualifications and Required Attributes:

- University graduate. CPA with a minimum of five years' experience gained in a professional practice and/or a professional or regulatory body. Some auditing experience and knowledge about listing activities preferred.
- Good command of written and spoken English and Chinese including Putonghua
- Strong project management, analytical and problem solving skills
- Well-organised, able to work independently and in teams
- Self-motivated and confident in dealing with members and stakeholders at all levels
- Proficient in MS Word, Excel and PowerPoint

Applications should be marked "**Confidential**" quoting the reference **[M-ADM]** 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 at 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.