



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

The successful candidate will assist the Director and the Associate Directors of the Education & Training Department in all matters pertaining to the Institute's Qualification Programme, other professional examinations and the practical experience.

Role and Responsibilities

- Support the examination setting process and examination administration;
- Coordinate the examination marking process, results release and script review service;
- Liaise with the examination administration service provider and examination venue provider;
- Coordinate the examinations in China or overseas;
- Prepare related examination results statistics reports;
- Organise examinations related meetings and activities;
- Update examination matters in the Institute's website;
- Assist in the enhancement of information system and process re-engineering projects;
- Provide secretarial and administrative support to relevant committees and working groups;
- Handling enquiries from different stakeholders; and
- Performing other duties assigned by the Director and Associate Directors of the department.

Qualifications and Required Attributes

- A recognised university degree, preferably in business related field.
- At least five years' relevant work experience, preferably from tertiary institutions or professional bodies.
- Strong managerial and administrative abilities and interpersonal skills.
- Excellent command of written and spoken English and Chinese, fluency Putonghua is a MUST.
- High level of proficiency in Microsoft Word, Excel and PowerPoint is a prerequisite.
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism.
- Able to work independently under pressure and supervise subordinates effectively.

- Outgoing personality and a good team player.
- Willing to perform overtime work as needed.
- Immediate available preferred.

Applications should be marked "**Confidential**" quoting the reference **[AM(EXAM)-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@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.