



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 inviting high calibre professionals to join us for the following senior management position:

**DIRECTOR, MEMBER SUPPORT (Ref: DMS\_012021)**

Reporting to the Chief Executive and Registrar, the successful candidate will be responsible for overseeing the remit and operation of the Member Support Department. One main focus of the department is to gauge the evolving needs and derive policy to support the diverse spectrum of the HKICPA membership which covers about 46,000 members across different sectors and interest groups.

**Specific Responsibilities**

- Develop strategic initiatives, policies and work plans that serve the interests and needs of different sectors of the Institute's membership, and ensure their effective implementation. Sectors of membership and related committees include but not limited to professional accountants in business (PAIBs), small and medium practices (SMPs) and young members.
- Work with relevant committees to manage sectoral professional interest groups for members of various industry/business specialties. Examples of professional interest groups include financial services, corporate finance, information technology, and property, infrastructure and construction.
- Monitor and seek inputs on the professional needs of members via internal and external stakeholders (e.g. internal committees, government agencies, regulators, employers and overseas/ international bodies). Utilize a variety of channels (surveys, forums, social media, etc.) to strengthen understanding of members' needs and expectations.
- Collate and co-ordinate views to provide input into Institute responses to legislative and policy proposals, consultation papers, exposure drafts of international pronouncements, etc. from the perspective of the relevant sectors of the membership.
- Provide technical advice and support to the Institute representatives on the International Federation of Accountants' PAIB Committee and SMP Committee.
- Oversee and co-ordinate the production of technical information and papers, including newsletters, for dissemination to members.
- Co-ordinate departmental returns, including the annual budget and other departmental reports, and represent the department at management meetings (e.g. executive committee meetings).

### **Qualifications and Required Attributes**

- A professional accounting qualification with a minimum of 12 years of relevant experience. Senior management experience gained from a professional environment / working with statutory bodies and committees would be an asset.
- Proven leadership in overseeing a sizeable team, with strong interpersonal, communication and presentation skills, ability to engage internal and external stakeholders, and to influence others.
- Strong organizational, project management and negotiation skills, and ability to adapt and to manage multiple priorities.
- Excellent command of written and spoken English and Chinese.
- Relevant experience gained in Mainland China and proficiency in Putonghua would be an advantage.
- Ability to work in a fast-paced and collaborative environment.

Applications should be marked "Confidential" quoting the reference [DMS\_012021] 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 [talent@hkicpa.org.hk](mailto:talent@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](http://www.hkicpa.org.hk).*