



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, Education & Training [Ref. AM-E&T]**

#### **Role and responsibilities:**

- Assist in implementation of the Professional Development Strategy including training curriculum, training initiatives, collaboration activities with other professional bodies etc. for the Institute.
- Manage sub-ordinates and work with other departments within the Institute and with external service providers in carrying out learning events and e-Learning programmes.
- Prepare and review regular training reports for analysis and reporting purpose.
- Provide other general project and administrative support to committees and working groups supported by the department.
- Assist in organizing designated conferences and events for the Institute if necessary.

#### **Qualifications and required attributes:**

- University graduate with at least five years' relevant working experience, preferably at tertiary institutions, professional bodies or public organizations.
- Well-organized, good interpersonal and communication skills, and good project management skills with attentive to details.
- Proactive and a good team player with positive attitude.
- Experience in implementing online training and social media promotion will be an advantage.
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing.
- Excellent command of written and spoken English and Chinese (Cantonese and Putongua).
- Willing to perform overtime duty as needed.

Applications should be marked "**Confidential**" quoting the reference **[AM-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 [talent@hki CPA.org.hk](mailto:talent@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](http://www.hki CPA.org.hk).*