



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, MEMBERSHIP & ADMISSION [Ref. AM-M&A]**

The successful candidate will assist the Director and Associate Director of Membership & Admission in the following matters:

- Support the work of the Registration and Practising Committee, Governance Committee and Nomination Committee
- Assist in formulating policies relating to registration and practising requirements/ procedures, including CPD policies
- Administration of CPD compliance (annual renewal, exemption, extension applications and CPD audit) and handle related enquiries
- Assist in handling Financial Reporting Council ("FRC")'s oversight matters
- Process Insolvency SD/ advancement to fellow applications
- Coordinating and monitoring IT projects relating to registration and renewal of memberships
- Perform research work and other duties assigned by Director and Associate Director of Membership & Admission

#### **Qualifications and Required Attributes:**

- University graduate with a minimum of six years' relevant experience gained in a professional, regulatory or public body or an organization of similar nature
- CPA qualification is 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, Chinese Word Processing and PowerPoint

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