



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 (Professional Learning and Development), Education & Training
[Ref. AM(PL&D)-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 subordinates 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 Putonghua).
- Willing to perform overtime duty as needed.

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