



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants is 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 DIRECTOR / SENIOR MANAGER, FINANCE [Ref: AD/SM-FINANCE]

Role and Responsibilities

- Supervise the Finance team for daily accounting and financial operations, including but not limited to month-end closing, treasury management, budgetary control and so on.
- Prepare monthly management reports and financial analysis.
- Prepare financial analysis and projections to support management strategic planning and decision making.
- Manage annual audit process, prepare financial statements, annual report and tax filings in compliance with statutory requirements.
- Responsible for annual budgeting and quarterly forecast.
- Review and formulate operational policies for the responsible functions, establish effective procedures, streamline the operation flows and identify any potential issues.
- Lead the team in system implementation or enhancement projects.
- Perform any ad hoc duties as assigned.

Qualifications and Required Attributes

- Bachelor degree in Accounting, Finance or related discipline
- Qualified Accountant of HKICPA or other recognized professional accounting bodies
- Minimum 8 years of post-qualification experience in financial accounting, of which 5 years in management level with sizable organization, prior audit experience gained from top-tier CPA firm is an advantage.
- Candidate with less experience will be considered as "Finance Manager"
- Proficient in Microsoft Office - Excel, Word and PowerPoint
- Proficient in spoken and written English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work under pressure independently and self-motivated

Applications should be marked "**Confidential**" quoting the reference **[AD/SM-FINANCE]** 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, Wan Chai, 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.*