



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.

ASSOCIATE MANAGER, ADVOCACY AND PRACTICE DEVELOPMENT [Ref. AM-A&PD]

Role and Responsibilities

- To be responsible of the co-ordination, logistics and administrative arrangements for professional development events, such as seminars/ webinars, in the areas under the remit of the department
- To assist on the Institute's flagship Best Corporate Governance and ESG Awards
- To coordinate the production of e-newsletters for members
- To act as the main coordinator for the annual departmental budget
- To maintain and update the department's section of Institute's website
- To prepare standalone e-circular messages to relevant groups of members and on-line surveys, and distribute incoming technical enquiries to the appropriate officers in the department
- To liaise and work with other departments within the Institute and with external service providers in carrying out the above duties, as and when necessary
- To provide other general project and administrative support within the department
- Perform other duties as instructed by the director or associate directors of the department.

Qualifications and Required Attributes

- University graduate with at least five years' relevant working experience
- Good command of written and spoken English and Chinese (Cantonese and Putonghua)
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing
- Well-organized, friendly personality, good interpersonal and communication skills; diligent and attentive to details
- Proactive and a good team player with positive attitude
- Responsible, self-motivated and able to work independently
- Willing to perform overtime duties, if required

Applications should be marked "**Confidential**" quoting the relevant reference [AM-A&PD] with full details of education, work experience, present and expected salary, contact telephone number and earliest available date. 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 hr@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.