



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:

MANAGER, EDUCATION AND TRAINING [Ref. M(QA)-E&T]

The successful candidate will assist the Associate Director of the Education and Training Department in all matters pertaining to the formulation and implementation of policies concerning student registration, student records, student admission and programme accreditation under the new Qualification Programme (QP).

Role and Responsibilities

- Planning, implementing and reviewing student registration policies and procedures
- Overseeing and providing administrative support in the handling of student data, scheduling, student registration and related matters
- Providing support in the preparation of the Department's budget and perform statistic analysis
- Assist the assessment and monitoring of the quality and standard of the Institute's accredited programmes and their compliance with the requirements for programme accreditation
- Monitor the implementation of the student information system
- Handle enquiries from different stakeholders
- Perform other duties assigned by the Director and Associate Directors of the Department

Qualifications and Required Attributes

- A recognized university degree, preferably in business related field
- At least eight years' relevant working experience, preferably in registry functions
- A high level of competence in data analysis is expected
- Strong supervisory and project management abilities
- Able to work independently under pressure and supervise subordinates effectively
- Well-organized, able to work independently and meet tight deadlines
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism
- Excellent command of written and spoken English and Chinese; computer literacy and able to prepare precise and concise reports. Proficiency in Putonghua would be an advantage
- Willing to perform overtime work as needed
- Immediate available preferred

Applications should be marked "Confidential" quoting the reference **[M(QA)-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 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.