



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.

We are inviting high calibre professionals to join us for the following senior management position:

Director, Admission (Ref: DADM_072020A)

Reporting to Executive Director, Qualification & Education, the successful candidate will be responsible for the remit and operation of the Admission Department and the quality of the work produced. The main focus of the Department is to examine and approve/reject applications in relation to the registration and renewal for membership, practising certificate ("PC"), CPA practice, public-interest entities ("PIE") auditor and International Affiliate in compliance with the Professional Accountants Ordinance and other relevant laws and regulations. The incumbent is required to work closely with and make recommendation to the Registration and Practising Committee, a statutory committee, to plan and implement the committee's strategies, review policy issues that arise from time to time, and lead the management staff supporting these activities.

Specific roles include:

1. Develop strategic initiatives, policies and work plans that serve the public interest and ensure their effective implementation in matters pertaining to (i) the registration of certified public accountants and the issuance of PC under the Council's delegated authorities in the Professional Accountants Ordinance; (ii) the registration as PIE auditors under the Financial Reporting Ordinance (Cap. 588); and (iii) the application for specialist designations.
2. Work with the Registration and Practising Committee in discharging its statutory duties on registration and practising related applications as provided in the Professional Accountants by-Laws 20 and 26, and other related matters.
3. Oversee the annual renewal of membership, practising certificate, CPA practice, PIE auditor and International Affiliate in line with the policies and procedures as laid down by the Registration and Practising Committee.
4. Review the CPD requirements, CPD exemption guidelines, CPD audit procedures and Statement 1.500 and formulate related policies, vet the CPD exemption and extension applications and oversee the annual CPD audit exercise.

5. Monitor the implementation of the HKICPA Professional Indemnity Insurance Master Policy and assist the brokers in the annual renewal exercise and promotion of the scheme.
6. Work with the Governance Committee, develop and review the Institute's constitution, policies and practices on governance to ensure that the governance structure of the Institute remains fit for purpose and can adapt to a changing market place.
7. Provide support to the Nomination Committee in its role to making recommendations to Council on the appointment of committees, co-option of Council members and the nominations of Institute members or staff to positions requested by external bodies.
8. Provide relevant technical input to support the Executive Director, Qualification and Education in negotiation with overseas accounting bodies on various international recognition agreements and formulate the relevant policies for implementation.
9. Oversee the running of the Department with the allocated HR resources, evaluates and responds to enquiries relating to the Department's financials, and identifies potential areas for improvement.
10. Prepare departmental returns, including the annual budget and other departmental reports, and represent the department at management meetings and external communications.
11. Perform other duties assigned by the Executive Director, Qualification and Education or the Chief Executive and other ad hoc duties as needed.

Qualifications

- A professional accounting qualification with a minimum of 15 years of relevant experience is required. Senior management experience gained from a professional or regulatory environment or working with statutory bodies and committees would be an asset.
- A strong interest in public interest issues and has the ability to ascertain public interest dimensions of regulatory issues to arrive at a balanced view.
- Proven leadership experience in leading a sizeable team, with strong interpersonal, communication and presentational skills, ability to engage internal and external stakeholders, and to influence others.
- Strong decision-making, judgement and problem-solving skills, and ability to challenge the status quo, anticipate and lead change, take initiative and innovate.
- Strong organizational, project management and negotiation skills, and ability to manage multiple priorities.
- Excellent command of written and spoken English and Chinese, and proficiency in Putonghua would be an advantage.
- Ability to work in a fast-paced and collaborative environment.

Application

Applications should be marked "Confidential" quoting the reference [DADM_072020A] with full details of education, professional qualification, 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@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.