



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 accountancy 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 professional to join us for the following position:

ASSOCIATE DIRECTOR, FINANCE & ADMINISTRATION (Ref.: AD-F&A)

Role:

The Associate Director, Finance & Administration is responsible for managing the Institute's financial accounting and administrative functions. Assist the Head of Finance & Administration to deliver cost effective, efficient and quality service. These functions include:

- I. Financial control, budgeting, planning and analysis.
- II. Statutory and corporate matters like AGM, council election, enterprise risk mitigations strategies, etc.
- III. Administration includes procurement, insurance, overseas travelling, etc.

Duties:

- Support the Institute's strategic plans and contribute to the formulation and development of corporate strategies.
- Review and formulate operational policies for the responsible functions, establish effective procedures, streamline the operation flows and identify any potential issues.
- Maintain and ensure high standards of financial controls and reporting, and compliance of statutory, group policies and regulatory requirements.
- Plan and re-engineer work procedures to ensure high level of operating performance with value-added services.
- Monitor services deliveries to users with innovative service initiatives.
- Carry out any other duties as directed by the Chief Executive & Registrar and Head of Finance & Administration.

Requirement:

- 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 and administration, of which 3 years in management level with sizable organization/ listed company, prior audit experience gained from top-tier CPA firm is an advantage.
- Candidate with less experience will be considered as “Manager, Finance & Administration”
- 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-F&A]** 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 at 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.*