



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

The Hong Kong Institute of Certified Public Accountants, the only statutory licensing body of CPAs in Hong Kong, 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 caliber professionals to join us for the following position:

ASSOCIATE DIRECTOR, EDUCATION AND TRAINING [Ref. AD-E&T]

The Associate Director (AD) will assist the Deputy Chief Executive and the Director of the Education & Training Department in all matters pertaining to the Institute's Professional Development Strategy and Continuing Professional Development ("CPD") training offerings. This position is responsible for the strategic development and implementation of CPD training to the Institute's members. The post reports directly to the DET and supports the Professional Development Committee and any related working groups.

Main job responsibilities include:

- developing strategies for the Institute's members learning and development.
- overseeing the CPD training curriculum including designing the curriculum and supervising the delivery of CPD training offerings.
- supervising the operational activities of CPD function.
- implementing the strategic initiatives under the Institute's Professional Development Strategy.
- driving and facilitating collaboration across internal and external stakeholders on achieving the members' development initiatives.
- delivering formal line management responsibilities for the CPD function.

Qualifications and required attributes:

- Learning design and development fundamentals.
- Knowledge and experience in developing learning strategies.
- CPA with at least 10 years' post-qualification experience, preferably with some experiences in providing training in CPA firms.
- Proactive and ability to offer new learning ideas with a good understanding of the Accounting profession.
- Strong people management skills and able to negotiate at all levels both within and outside the organization.
- Strong project management skills and problem solving skills with attention to detail.
- Proven leadership and management experience, and able to drive strategic initiative.
- Ability to establish professional relationships with strong communication skills, both verbal and written, in English and Chinese including Putonghua.

Applications should be marked "**Confidential**" quoting the reference **[AD-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 talent@hkipa.org.hk.

*Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hkipa.org.hk.*