



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.

To meet our business development needs, we are inviting high calibre professionals to join us for the following position:

### **MANAGER, HUMAN RESOURCES [Ref. M-HR]**

#### **Role and Responsibilities:**

- Perform effective and efficient HR functions, including end-to-end recruitment and selection process, training and development, performance management, employee relations, budgeting, and ad-hoc projects / initiatives
- Ensure efficient and smooth day to day operation complies with HR policies and statutory requirements
- Assist in the review, development and implementation of HR policies/ procedures and the review of workflow and make recommendations for continuous enhancement
- Participate in various annual exercises/ad hoc projects to facilitate the achievement of both short-term and long-term objectives

#### **Qualifications and required attributes:**

- Holder of a bachelor's degree in Human Resources Management or a related discipline
- A minimum of 8 years' relevant experience in human resources
- Well-versed in employment related ordinances and employment practices in HK
- Good command of both oral and written English and Chinese
- Proficient in MS Office and hands-on experience in using HRIS
- A self-motivated team player with collaborative and interpersonal skills
- A hands-on HR generalist with ability and flexibility to multitask in fast-paced work environment

Applications should be marked "**Confidential**" quoting the reference **[M-HR]** 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@hki CPA.org.hk](mailto: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](http://www.hki CPA.org.hk).*