



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

The Hong Kong Institute of Certified Public Accountants is the standard-setter for Hong Kong responsible for the development, maintenance and enhancement of Hong Kong standards with a focus on accounting, auditing and assurance in the private sector, and professional ethics for accountants. The Institute is also 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 the public interest of Hong Kong.

We are inviting high calibre professionals to join us for the following positions to lead the Institute's activities in an area that is central to maintaining the first class international profile of Hong Kong and the Institute:

ASSOCIATE DIRECTOR, EDUCATION & TRAINING [Ref.AD(QP)-E&T]

The Associate Director (AD) will assist the Director of the Education & Training Department and Deputy Director in all matters pertaining to the Institute's Qualification Programme ("QP") and the overall examinations implementation under QP. This position is responsible for the development and quality assurance of QP, workshop delivery, training and recruitment of workshop facilitators and related student services. The post reports directly to the Director of the Education & Training Department and supports the Qualification and Examinations Board and other committees, panels and working groups.

Role and Responsibilities

- Developing strategies for implementing the QP in Hong Kong and Mainland China
- Preparing study materials, workshop materials and examination paper for the assigned Professional Level Module and/ or Capstone Level of the QP
- Managing the running of QP workshops, script marking process, recruitment / training of workshop facilitators and markers for the assigned module of the QP
- Driving the assigned strategic initiatives related to the continuous development of QP
- Providing coaching to managers on other QP examination papers if required

Qualifications and requirements:

- CPA with at least 10 years' post-qualification experience, preferably with some experiences in teaching accountancy subject and/ or providing training in CPA firms.
- Strong passion on developing the prospective CPAs with a good understanding of the QP Philosophy.
- 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 code [Ref. **AD(QP)-E&T**] with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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.