



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:

ASSOCIATE MANAGER, MEMBERSHIP & ADMISSION [Ref. AM-M&A]

The successful candidate will assist the Director and Associate Director of Membership & Admission in the following matters:

- prepare Registration Committee memo, management report and monthly removal memo
- handle enquiries relating to registration matters
- ensure the accuracy of database and registers of certified public accountants
- handle requests for certification of members' registration status
- update registration materials such as various preliminary assessment forms, application forms, HKICAP website, etc
- review and process applications relating to registration matters
- monitor the implementation of the HKICPA Professional Indemnity Insurance Master Policy
- coordinate the annual renewal exercise across departments, review and update all related documents, handle enquiries and complaints, update statistics, and monitor the certification records for international affiliates
- process restoration applications and requests, review and update all related documents, update statistics and handle enquiries/complaints
- coordinate, implement and monitoring IT projects relating to registration and renewal of memberships
- provide information updates to various government departments; and
- perform other duties assigned by Director of Membership and Admission

Qualifications and Required Attributes:

- University graduate with a minimum of six years' relevant experience gained in a professional, regulatory or public body or an organization of similar nature (experienced candidates will be considered Manager position)
- CPA qualification is preferred but not required
- Good command of written and spoken English and Chinese including Putonghua
- Strong project management, analytical and problem solving skills
- Well-organised, able to work independently and in teams
- Self-motivated and confident in dealing with members and stakeholders at all levels
- Proficient in MS Word, Excel, Chinese Word Processing and PowerPoint

Applications should be marked "**Confidential**" quoting the reference **[AM-M&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@hkcipa.org.hk.

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