



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 (PROFESSIONAL PROGRAMME), EDUCATION AND TRAINING
[Ref. AD(PP)-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 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.

Main job responsibilities include:

- 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
- oversee the overall operations on QP examinations implementation
- leading the assigned strategic initiatives related to the 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 **[AD(PP)-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.