



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 (EXAMINATION), EDUCATION & TRAINING **[Ref. M(EXAM)-E&T]**

The successful candidate will assist the Associate Directors of the Education and Training Department in all matters pertaining to the Institute's professional examinations including those under the CPA Qualification Programme (QP).

Role and Responsibilities

- Supervise the examination team and maintain the level of output and service quality;
- Manage the examination papers setting process to ensure quality of the Institute's examination papers;
- Coordinate the examination scripts marking process, in particular the effective running of the marking schools;
- Manage the preparation and release of the examination results and statistical reports;
- Establish and maintain procedures and controls to assure quality in operations;
- Liaise with the examination administration service provider and examination venue provider, and monitor and review their performances;
- Manage other examination related matters such as the provision of special examination accommodations and script review services to candidates, recruitment of markers, etc.;
- Organize examination related meetings and activities;
- Prepare the budget and mid-year forecast and analyze monthly performance of the examination team;
- Assist in enhancement projects in relation to the examination functions; and
- Handle ad-hoc projects and other duties as required.

Qualifications and Required Attributes

- University graduate with a minimum of six years' relevant work experience, preferably gained from tertiary institutions or professional bodies
- Strong project management, analytical and problem solving skills
- Well-organised, able to work independently and in teams
- Self-motivated and confident in dealing with students, members and other stakeholders
- Good command of written and spoken English and Chinese including Putonghua
- Proficient in Microsoft Word, Excel and PowerPoint
- Willing to work overtime when needed

Applications should be marked "**Confidential**" quoting the reference **[M(EXAM)-E&T]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest



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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 hr@hkicpa.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hkicpa.org.hk.