



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, MEMBERSHIP & ADMISSION [Ref. M-M&A]**

The successful candidate will assist the Director and Associate Director of Membership & Admission in all matters pertaining to the registration of public interest entity auditors ("PIE Auditors"), i.e. listed company auditors, as well as governance related matters.

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

- Preparation of guidelines, procedures, correspondence with member practices, reports to Committees and other materials relating to registration and renewal of local PIE Auditors
- Research and preparation of documents relating to the Institute's governance
- Reviewing and formulating policies relating to registration and practising requirements/ procedures
- Processing of applications/ annual renewal for membership including registered PIE auditors, handling verbal and written enquiries and maintain the membership register
- Preparation of memo/ management reports for the Nomination Committee/ Governance Committee/ Registration & Practising Committee/ Qualification Oversight Board, relevant reports on PIE auditor registration and matters related to the Financial Reporting Council ("FRC"), etc.
- Preparation and review of statistic reports for MAS, internal audit, annual audit by external auditor and ad hoc requests from other departments and third parties, etc.
- Coordinating and monitoring IT projects relating to registration and renewal of memberships
- Performing other duties assigned by Director and Associate Director of the department

#### **Qualifications and Required Attributes:**

- University graduate, preferably with CPA qualifications
- A minimum of five years' relevant experience gained in a professional, regulatory or public body or an organization of similar nature
- 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 and PowerPoint

Applications should be marked "**Confidential**" quoting the relevant reference **[M-M&A]** with full details of education, work experience, present and expected salary, 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@hkicpa.org.hk](mailto:talent@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](http://www.hkicpa.org.hk).*