



**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 professional to join us for the following position:

### **Associate Director, Enforcement [Ref.: AD-E]**

#### **Duties and Responsibilities**

Successful candidate is expected to effectively process and manage disciplinary cases, as well as other regulatory matters and projects within the remit of the Legal Department.

#### **Duties**

- Provide support to the Legal Department in discharging their duties under the Professional Accountants Ordinance concerning disciplinary matters and to assist in the Institute's Professional Accountants' Ordinance amendment project.
- Assist in preparation of information used in disciplinary and court proceedings and to attend disciplinary and court hearings.
- Assist in developing and updating reference materials and guidelines relating to regulatory matters.
- Establish effective channels of communication with key stakeholders including parties to the disciplinary proceedings.
- Provide support to panels, committees and regulatory boards falling within the responsibility of the Legal Department by preparing agendas, attending committee and subcommittee meetings, preparing minutes and dealing with members' correspondence.
- Keep abreast of technical developments pertaining to professional standards and the Institute's Code of Ethics for Professional Accountants.
- Assist in preparing papers on technical topics as requested by committees or the Council on an ad-hoc basis.
- Prepare and monitor departmental budgets, and handle queries from any other interested parties.
- Support the Legal Department as assigned by his/her superior from time to time.

## **Qualifications**

- University degree
- A minimum of 8 years of experience in the accountancy and/or legal profession.
- Strong managerial and administrative abilities, computer literacy and interpersonal skills;
- Excellent command of written and spoken English and Chinese
- Strong communication, presentation and writing skills and able to negotiate at all levels both within and outside the organization; and
- Able to work independently and be a self-starter.

Applications should be marked “**Confidential**” quoting the reference code **(AD-E)** 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 at [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).*