



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:

PUBLICATION MANAGER, CORPORATE COMMUNICATIONS [Ref. M-MPR]

Role and Responsibilities:

- Language quality assurance of English communications, including submissions to consultations, marketing collaterals, press materials, website content, and social media posts, etc.
- Drafting of speeches, executive presentations, media releases, contribution to media, blogs, A Plus (members' magazine) articles, etc.
- Oversight of translation service and coordination of multi-lingual communications
- Oversee the production of corporate publications including Annual Report, members' magazine and e-newsletters
- Conduct research with an objective to generate original content to define and establish the thought leadership of HKICPA commensurate with the organization's leadership position in Hong Kong, China and internationally, and compile reports of good quality
- Perform budgetary control and review budgets on all the projects/events within her / his scope of duties
- Handle any ad hoc projects as and when assigned by Director of Corporate Communications

Qualifications and Required Attributes:

- Degree or above with good command of written and spoken English and Chinese with knowledge of Putonghua
- At least eight years of relevant working experience in public relations and corporate communications
- Candidate with Economic or Accounting background is preferred
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing, etc.
- Responsible, self-motivated, well-organized and meticulous
- Proactive, a team player with positive attitude, good interpersonal and communication skills
- Resourceful and drive for results
- Creative and innovative to handle new challenges

Applications should be marked "**Confidential**" quoting the reference **[M-MPR]** 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@hki CPA.org.hk.

Personal data provided will be used for recruitment purpose only.

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