



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 professional to join us for the following position:

### **MANAGER / ASSOCIATE MANAGER, FINANCE & OPERATIONS [Ref. M-F&O]**

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

- Lead the accounts receivable team for daily accounting operations
- Responsible for month-end closing and prepare monthly management accounts
- Assist in preparing financial statements, annual report and audit schedules for statutory audit
- Assist in budgeting, treasury management and system implementation
- Assist in implementation of policies and procedures for accounting and operational area
- Perform any ad hoc duties as assigned

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

- University graduate and qualified accountant
- Minimum 3 years of post qualification experience in financial accounting at supervisory level with sizable organization
- At least 3 years of auditing experience and hands-on experience in dealing with external auditors and statutory audit
- Experience in system implementation is preferred
- Proficient in Microsoft Excel and PowerPoint
- Strong report writing and presentation skills
- Excellent interpersonal and communication skills
- Well-organized, able to work independently and meet tight deadlines

Applications should be marked "**Confidential**" quoting the reference **[M-F&O]** 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 [hr@hki CPA.org.hk](mailto:hr@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](http://www.hki CPA.org.hk).*