



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, FINANCE (Ref.: M-FIN)**

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

- Supervise the Finance team for daily accounting and financial operations, including but not to month-end closing, treasury management, budgetary control and so on.
- Prepare monthly management reports and financial analysis.
- Prepare financial analysis and projections to support management strategic planning and decision making.
- Manage annual audit process, prepare financial statements, annual report and tax filings in compliance with statutory requirements.
- Assist in annual budgeting and quarterly forecast.
- Assist in implementation of internal control policies, establish procedures to optimize workflow for operational effectiveness and efficiency.
- Support and participate in system implementation or enhancement projects.
- Perform any ad hoc duties as assigned.

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

- Bachelor degree in Accounting, Finance or related discipline
- Qualified Accountant of HKICPA or other recognized professional accounting bodies
- Minimum 5 years of post-qualification experience in financial accounting at supervisory level with sizable organization, prior audit experience gained from top-tier CPA firm is an advantage.
- Candidate with less experience will be considered as "Associate Manager"
- Proficient in Microsoft Office - Excel, Word and PowerPoint
- Proficient in spoken and written English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work under pressure independently and self-motivated

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