



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:

ASSOCIATE MANAGER, FINANCE & ADMINISTRATION (Ref.: AM-F&A)

Role and Responsibilities:

- Responsible for annual budgeting, quarterly forecasting and segmental reporting
- Preparation of monthly management reports, variance financial analysis
- Design, implement and streamline operational and financial policies for workflow efficiency and internal control improvement
- Assist in daily accounting operations, including both accounts payable and receivable
- Assist in preparation of financial statements, annual report and statutory audit
- Support digital transformation process and system implementation / enhancement
- Perform ad hoc duties as assigned

Qualifications and Required Attributes:

- University graduate in Accounting, Finance, Business Administration or related discipline
- Qualified accountant (HKICPA or equivalent)
- At least 3 years of post-qualification experience at supervisory role with sizable organization
- Experience in auditing and FP&A role is an advantage
- Proficient in application of Microsoft Excel and PowerPoint
- Proficient in written English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work independently and meet tight deadlines

Applications should be marked "**Confidential**" quoting the reference [**AM-F&A**] 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.

Personal data provided will be used for recruitment purpose only.

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