



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.

We are inviting high calibre professional to join us for the following position:

Manager / Associate Manager, Internal Audit (Ref. IA-M)

The Manager / Associate Manager, Internal Audit will report to the Head of the Internal Audit. The Internal Audit Section reports functionally to the Audit Committee and administratively to the Chief Executive of the Institute.

Responsibilities:

- Perform audits of financial and management report systems, internal controls and operation procedures in an effective and timely manner in accordance with a work plan approved by the Head of Internal Audit.
- Conduct the end-to-end audit process independently encompassing audit planning, process/system documentation, controls evaluation and testing.
- Ascertain the adequacy and effectiveness of financial and operational controls.
- Identify and analyze risks or inefficiencies, and provide sound recommendations to management in current operation, system processes and operation procedures.
- Assist with the development of the annual audit plan by performing a risk assessment in key financial management areas and business operations/processes. Provide a continuous monitoring and reviewing of the relevant controls and risk management processes in place to mitigate those risks identified.
- Prepare internal audit reports.
- Follow through all audit recommendations to ensure that they have been properly addressed/resolved by the respective process owners.
- Perform ad-hoc projects and special investigations assigned by the Head of Internal Audit.
- Knowledge and experience in information technology auditing is an advantage.

Qualifications and required attributes:

- A Certified Public Accountant (CPA) with 8 years of post qualification experience and a minimum of 4 years in internal audit
- Excellent presentation and report writing skills in English
- Strong analytical, project management and communication skills
- Proactive and capable of working independently with minimum supervision
- Good command of spoken and written English and Chinese

Applications should be marked “**Confidential**” quoting the reference **[IA-M]** 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 to **hr@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***