



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:

ASSOCIATE DIRECTOR, MEMBERSHIP & ADMISSION (1-YEAR CONTRACT)
[Ref. AD-M&A-C]

Role and Responsibilities:

1. Committee servicing

- support the work of the Registration and Practising Committee, Governance Committee and Nomination Committee;
- prepare memorandum and presentation materials for the Registration & Practising Committee, Governance Committee and Nomination Committee;
- assist the Director in planning and executing the implementation of the proposed Registered Audit Practice system and the related Professional Accountants Ordinance (PAO) amendments; and
- assist the Director in reviewing and formulating policies and procedures relating to governance, nomination, registration and practising requirements.

2. Preparation of management reports and statistics

- prepare management report and statistical analysis for management reporting;
- handle enquiries relating to registration & practising matters;
- develop and update registration materials and guidelines for publication on HKICPA website; and
- prepare/ issue correspondences relating to registration and membership matters.

3. Departmental administration

- support the Director in departmental planning, monitor progress and attainment of objectives;
- assist the Director to enhance productivity and ensure compliance with PAO, Council rulings and regulations;
- evaluate regularly the efficiency of operation procedures according to the Institute's objectives and apply improvements;
- draft/ update Standard Operations Procedures (SOP) for the Department; and
- Work across functions with other Departments to ensure collaboration for shared goals.

4. Others

- provide support in ad hoc projects as assigned by Director;
- perform advisory role for junior staff in the department; and
- perform any other relevant duties as assigned by the Director.

Qualifications and Required Attributes:

- University degree;
- A minimum of 8 years of experience in the accountancy and/or regulatory environment;
- Strong managerial and administrative abilities, computer literacy and interpersonal skills;

- Excellent command of written and spoken English and Chinese;
- Excellent communication, presentation and writing skills and able to negotiate at all levels both within and outside the organization; and
- Able to work independently and be a self-starter.

Applications should be marked “**Confidential**” quoting the relevant reference **[AD-M&A-C]** with full details of education, work experience, present and expected salary, 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 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.