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 talent to join us for the following position that will provide an exciting career opportunity with rewarding and meaningful experience.

SENIOR BUSINESS ANALYST/ BUSINESS ANALYST, DIGITAL TRANSFORMATION [Ref. BA-DT]

Are you digital savvy and detail-minded?

Do you enjoy business analysis and documentation?

Are you good at managing different priorities and stakeholders' requirements?

If your answer is a resounding yes, there is a career for you at the Hong Kong Institute of Certified Public Accountants.

This is an exciting opportunity within the newly established Digital Transformation team. The role-holder will play a pivotal role as part of the 3 year digital transformation strategy. Our Business Analyst suits someone who is detail-minded, energetic and mature, strong in documentation, business analysis, stakeholder management and communication. The role focuses on analysing and gathering business requirements, coordinating project activities and aligning communications for key initiatives including but not limited to website revamp, mobile application development, customer relationship management (CRM) system implementation, business process review etc.

In order to ensure successful project implementation, you will need to be meticulous in every detail and ensure agreed project timelines are met. Ideal candidates should have a background in business analysis, consulting and familiar with working with different stakeholders and personalities.

Roles and Responsibilities

- Analyse and elaborate business cases and requirements, functional and non-functional specifications, training and test cases in close collaboration with department heads and vendors;
- Work closely with Digital Project Manager, drive, lead and coordinate key activities throughout all project phases from planning to implementation;
- Ensure projects are delivered according to agreed user specifications;
- Assure quality in deliverables by closely overseeing vendors' deliverables and conducting testing; maintaining a clear set of project documentations;
- Work effectively and maintain clear communication with internal stakeholders and manage vendor effectively;
- Collaborate effectively with Head of Digital, Digital Project Managers, IT and business users; and
- Ensure knowledge sharing, manage change and training between project teams (business units and digital team)

Qualifications and Required Attributes

- Excellent verbal and written Cantonese and English
- Excellent communication and listening skills
- Strong conceptual thinker and advanced analytical skills
- Strong in documentation and business analysis, vendor and stakeholder management
- Experience with website revamp, mobile applications, CRM, process review is preferred
- Digital-savvy with a minimum of 5 years' solid business analysis experience
- Self-motivated and capable to work with minimal supervision; ability to juggle different projects and priorities

Applications should be marked "Confidential" quoting the reference **[BA-DT]** 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 ***talent@hkicpa.org.hk***.