



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, EDUCATION AND TRAINING [Ref. AD-E&T]

Role and Responsibilities

The Associate Director (AD) will assist the Executive Director (ED) and Director, Education & Training (DET) in all matters pertaining to the Institute's Qualification Programme (Workshops), and other professional examinations, and is responsible for the development and quality assurance of the QP, workshop delivery, training and recruitment of workshop facilitators and related student services. The post reports directly to the DET and supports the Qualification and Examinations Board, other committees, panels and working groups as assigned under the Qualification Division. Also support to Examinations and Accreditation Committee of AAT.

Main job responsibilities include:

- developing strategies for implementing the QP in Hong Kong and mainland China
- preparing study materials and examinations papers
- providing technical support on examinations
- providing training and support to students and workshop facilitators
- managing the running of QP workshops, recruitment / training of Workshop Facilitators
- managing the script marking process, on-line examination results announcement
- supporting the reform of the CPA Qualifying Process

Qualifications and Required Attributes

- CPA with at least 10 years' post-qualification experience, preferably some experience in teaching accountancy subject and/or providing training in CPA firms
- A good understanding of the QP philosophy and willingness to develop the programme to train prospective CPAs
- Strong communication, presentation and writing skills; able to negotiate at all levels both within and outside the organization
- Strong personal drive and self-initiated
- An authentic leader and good team player
- Outstanding management skills and computer literacy
- Excellent command of written and spoken English and Chinese including Putonghua

Applications should be marked "Confidential" quoting the reference **[AD-E&T]** 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 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.