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:

Business Analyst, Information Technology (Ref. BA-IT)

Role and Responsibilities:

- Analyse and elaborate business cases and requirements, functional and non-functional specifications, training and test cases in close collaboration with project teams and vendors;
- Provide support and regular release management to various digital projects such as website, CRM, and mobile app
- Respond to user enquiry and provide training between project teams and to new users
- Work closely with IT Project Manager, coordinate key activities throughout all project phases
- Ensure projects and enhancements are delivered according to agreed user specifications;
- Assure quality in deliverables and conducting testing; maintaining a clear set of project documentations;
- Collaborate effectively with vendors, IT team and business users;

Qualifications and Required Attributes:

- Recognized degree in Information Technology, Computer Science or Business Administration discipline preferred, with over 5 years of relevant experience
- Experience in handling user enquiry, conduct training and provide production support
- Strong analytical ability with a high degree of attention to details and problem analysis techniques
- Advantages with experience in any of the followings:
  - Microsoft Dynamics CRM
  - Mobile Apps
  - Sitecore content management system
- Self-motivated, enthusiastic and fast learner
- Good problem solving skills, able to work independently and as part of a team
- Good communication and presentation skills in both English and Chinese

Applications should be marked "**Confidential**" quoting the reference (Ref: BA-IT) 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@hkicpa.org.hk.**