



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 professional to join us for the following position:

Business Analyst (Officer Grade), Information Technology [Ref. BA - IT]

Role and Responsibilities:

- Analyze 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 or diploma in Information Technology, Computer Science or Business Administration discipline preferred, with over 2 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@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.