



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 MANAGER (PRACTICAL EXPERIENCE), EDUCATION AND TRAINING
[Ref. AM (PE)-E&T]

Role and Responsibilities

- Plan and implement the operational policies and procedures for the Practical Experience Framework under the Qualification Programme ("QP")
- Conduct site visits with stakeholders and prepare relevant reporting
- Prepare and review regular reports for analysis and reporting purpose
- Provide secretariat support to committees and subgroups dealing with the department
- Handle and answer enquiries in relation to education and training matters
- Support ad-hoc duties and projects as required

Qualifications and Required Attributes

- University graduate with at least eight years' relevant working experience
- Ability to deal with different stakeholders, partner organizations in Hong Kong and internationally
- Well-organized, able to work on own initiative and supervise administrative staff
- Excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage

Applications should be marked "**Confidential**" quoting the reference **[AM-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.