



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants** is 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, MEMBERSHIP & ADMISSION (Ref. AD-M&A)**

#### **Duties and Responsibilities:**

1. Committee servicing:

- support the work of the Registration Committee, Governance Committee and Nomination Committee; and
- assist the Director in the review and implementation of policies and procedures relating to registration matters.

2. Routine activities:

- prepare management report and statistical analysis;
- handle enquiries relating to registration, certification and governance matters;
- ensure the accuracy of database (MAS system) and registers of certified public accountants; and
- update registration materials such as relevant forms and HKICPA website, etc.

3. Processing of applications relating to registration matters:

- review registration applications and related materials;
- prepare correspondences related to registration matters; and
- monitor, the implementation of the HKICPA Professional Indemnity Insurance (PII) Master Policy, including the renewal of PII policy and tendering of PII insurance broker.

4. Annual membership renewal and restoration exercise:

- coordinate the annual renewal and restoration exercises with relevant departments;
- review and update all documents and systems related to renewal and restoration;
- perform fit and proper assessment for membership renewal applications;
- handle membership related enquiries, and
- update membership related statistics.

5. Accounting & Financial Reporting Council (AFRC) oversight activities:

- liaison with AFRC regarding their annual oversight activities; and
- handle enquiries from AFRC and prepare information for AFRC reporting.

6. Continuing Professional Development (CPD) Compliance:

- oversee the annual CPD audit, CPD exemption, CPD annual declaration process;
- prepare reports and meeting papers for CPD compliance matters;
- set CPD requirements, including revision of Statement 1.500;
- communicate CPD compliance matters to members, including provision of related

- trainings; and
  - assist the Director in the review and implementation of policies and procedures relating to CPD compliance matters.
7. International recognition:
- review and draft international recognition agreements; and
  - handle enquiries relating to international recognition matters.
8. IT related activities
- act as project team member to provide input on IT enhancements related to the membership system; and
  - monitor the progress of IT projects related to the membership system.
9. Departmental administration:
- support the Director in departmental planning, monitor progress and attainment of objectives;
  - draft/ update Standard Operations Procedures (SOP) for the Department;
  - undertake budgetary controls and preparation of departmental budgets;
  - perform departmental staff recruitment, training and appraisal,
  - work across functions with other Departments to achieve shared goals; and
  - provide support in ad hoc projects and perform any other departmental duties as assigned by Director, Membership & Admission.

**Qualifications and Required Attributes:**

- University degree and a CPA qualification;
- A minimum of 8 years of experience in the professional, regulatory or public body or an organization of similar nature;
- Good command of written and spoken English and Chinese including Putonghua;
- Strong project management, analytical, problem solving and management/ administrative skills;
- Strong communication, presentation and writing skills, and able to negotiate at all levels;
- Self-motivated and confident in dealing with members and stakeholders;
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing.

Applications should be marked “Confidential” quoting the relevant reference (AD-M&A) with full details of education, work experience, present and expected salary, 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@hkipa.org.hk](mailto:talent@hkipa.org.hk).

*Personal data provided will be used for recruitment purpose only.*

*For more information, please visit our website at [www.hkipa.org.hk](http://www.hkipa.org.hk).*