



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:

### **MANAGER, ADVOCACY & PRACTICE DEVELOPMENT (Ref: M-APD)**

The Advocacy and Practice Development Department is responsible for policy, projects and technical support in relation to various specialist practice areas including taxation, insolvency, corporate finance and forensic accounting as well as corporate governance (CG) and anti-money laundering. Within these areas, the main responsibilities of the Manager position cover the following:

#### Corporate governance, environmental, social and governance (ESG) matters

- Assisting in leading an annual flagship project, the Best Corporate Governance (CG) and ESG Awards (the Awards). The main tasks include:
  - working with the Awards organizing committee, planning and contributing ideas to the implementation of the project
  - reviewing/ updating the marking criteria for listed companies and public sector/ not-for-profit organizations
  - coordinating/ liaising with stakeholders, including panels of reviewers and judges
  - compiling analyses of reviewers and judges' returns
  - preparing/ drafting a package of judging materials and a judges' report
  - helping to prepare materials for media briefings, including for the Awards results announcement
  - organizing the awards presentation luncheon and liaising with representatives of the awardees and other stakeholders on the event
  - co-ordinating/ liaising with the awardees and practitioners, to organize professional development events to increase awareness and understanding of CG and ESG among Institute members and the public
  - preparing agenda, papers and minutes for meeting
  - performing other administrative duties related to the above
- Assisting in developing research projects and reports relating to CG and ESG, and researching and supporting work on other CG and ESG publications

#### Forensic accounting

- Assisting in organizing a structured training programme in forensic accounting
- Co-ordinating professional development events for Forensic interest Group Management Committee

## Qualifications and Required Attributes

- Bachelor degree in accounting or related discipline
- Qualified accountant of the HKICPA or other recognized professional accounting bodies
- Minimum five years of relevant post-qualification experience, ideally with some background in CG and ESG
- Good command of written and spoken English and Chinese (Cantonese and Putonghua)
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing
- Well-organized, with good interpersonal and communication skills; diligent and attentive to detail
- Proactive and a good team player with a positive attitude
- Responsible, self-motivated and able to work independently
- Willing to perform overtime duties as required

Applications should be marked "**Confidential**", quoting the reference (**M-APD**) with full details of education, work experience, present and expected salaries, 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@hkicpa.org.hk](mailto:talent@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](http://www.hkicpa.org.hk).