



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.

## **ASSOCIATE MANAGER, EDUCATION & TRAINING [Ref: AM-E&T]**

### **Roles and Responsibilities**

- Assist with implementation of professional development strategy, develop members' benefits initiatives, update training curriculum, and collaborate with other professional bodies / institutes.
- Provide secretarial and administrative support for committees, panels, sub-committees and working groups.
- Coordinate CPD events - liaising with speakers, managing promotional materials, enrolment and feedback, overseeing contracts and IT support, and addressing enquiries and complaints.
- Compile statistical and financial data/reports to facilitate budgeting, forecasting, and internal decision-making.
- Assist with policy updates, project management and other tasks as assigned.

### **Qualifications and Required Attributes**

- University graduate with at least five years' relevant working experience, preferably at tertiary institutions, professional bodies or public organizations.
- Well-organized, good interpersonal and communication skills, and good project management skills with attentive to details.
- Proactive and a good team player with positive attitude.
- Experience in implementing online training and social media promotion will be an advantage.
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing.
- Excellent command of written and spoken English and Chinese (Cantonese and Putonghua).
- Willing to perform overtime duty as needed.

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, Wan Chai, Hong Kong** or by email to [hr@hki CPA.org.hk](mailto: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](http://www.hki CPA.org.hk).*