



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.

### **LEGAL EXECUTIVE / PARALEGAL (Ref: LE/PL)**

The successful candidate is expected to review and draft legal documents, as well as to conduct legal research, to ensure executed documents are accurate and in compliance with laws and regulations. He/she is also responsible for handling projects and tasks within the remit of the Legal Department.

#### **Roles and Responsibilities**

- Review and draft legal documents/contracts to ensure accuracy and compliance, as well as safeguarding the Institute's interest.
- Conduct thorough legal research and analysis.
- Assist in preparing memos/papers/presentations for meetings including committees and Council meetings.
- Collaborate with other departments and stakeholders to provide legal support and guidance.
- Assist in the development and implementation of legal policies and procedures within the Institute, including in respect of employment, equal opportunities and data privacy.
- Manage departmental administrative work, including preparing and monitoring departmental budgets, as well as coordinating and liaising with external lawyers.
- Support the Legal Department as assigned by the Head of Legal from time to time.

#### **Qualifications and Required Attributes**

- Law graduate with at least 5 years of work experience. Experience in an in-house setting, preferably a public/statutory body or regulator, would be an advantage.
- Proven experience in legal research, contract reviews, and drafting legal documents.
- Excellent written and verbal communication skills in both English and Chinese with attention to detail.
- Ability to communicate and explain complex issues clearly and effectively to stakeholders.
- Well-organized and able to work simultaneously on a wide range of tasks and projects, with the ability to manage and prioritise competing deadlines.
- Proficiency in Microsoft Office suite and online legal research platforms.

Applications should be marked "**Confidential**" quoting the reference [**Ref: LE/PL**] 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 [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).*