



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, FINANCE [Ref. M-FINANCE]

Role and Responsibilities:

- Participate in month-end closing activities, ensuring timely and accurate reporting of financial results.
- Prepare and deliver monthly management reports, including variance analysis and performance commentary.
- Develop and maintain budgeting and forecasting models, coordinating with departments to ensure accuracy and alignment with strategic goals.
- Conduct financial analysis and scenario planning to support management decisions, business reviews, and strategic initiatives.
- Collaborate with internal stakeholders to ensure effective budgetary control and cost monitoring.
- Assist in the review and refinement of financial policies and operational processes, identifying areas for improvement and implementing streamlined procedures.
- Assist in the preparation of audit schedules, financial statements, and statutory filings as needed.
- Support system implementation and enhancement projects, including user testing, reporting design, and process integration.
- Perform any ad hoc duties as assigned

Qualifications and required attributes:

- Bachelor degree in Accounting, Finance or related discipline
- Qualified Accountant of HKICPA or other recognized professional accounting bodies
- Minimum 8 years of post-qualification experience in financial accounting, of which 5 years in management level with sizeable organization, prior audit experience gained from top-tier CPA firm is an advantage
- Candidate with less experience will be considered as Associate Manager
- Proficient in MS office – Excel, Word, PowerPoint
- Proficient in spoken and written English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work under pressure independently and self-motivated

Applications should be marked "Confidential" quoting the reference [M-FINANCE] 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.*