



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.

MANAGER, HUMAN RESOURCES [Ref: MHR]

Role and Responsibilities

- **Talent Acquisition**

Planning and executing the recruitment process, and employee life cycle management.

- Sourcing top-tier potential candidates effectively and efficiently
- Liaising interviews and assessments
- Negotiating and finalizing compensation packages
- Ensuring smooth onboarding and integration into the organization

- **Employee Engagement & Wellbeing**

Initiating and organizing programmes that foster employee engagement and wellbeing and enhance internal communications ensuring the employee experience is consistently positive and aligned with organizational values.

- **Training & Development**

Identifying training needs through performance data and input from department managers, designing and delivering effective programmes for onboarding, staff development, and fostering a learning environment that enables individuals to grow professionally and contribute meaningfully to the organization's long-term success.

- **Annual HR Exercises**

Contributing to cyclical HR processes including

- Annual performance review
- Budget planning
- Policy updates and internal communications

- **HR Continuous Improvement**

Participating in continuous improvement initiatives and special projects as assigned that contribute to resilient and forward-looking HR functions, including process automation and digitalization.

- **Others**

Performing duties and projects as assigned by the Chief Executive & Registrar and Head of Human Resources.

Qualifications and Required Attributes

- Bachelor degree in human resources or related discipline
- Minimum 8 years of relevant experience, of which 5 years in management level with sizeable organization
- 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, and self-motivated

Applications should be marked "**Confidential**" quoting the reference 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@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.*