



The Hong Kong Institute of Certified Public Accountants is recognized globally as the preeminent 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 professional to join us for the following position:

**MANAGER (QUALIFICATIONS ASSESSMENT), EDUCATION & TRAINING
(12-month contract) [Ref. M(QA)-E&T]**

The successful candidate will assist the Associate Director in all matters pertaining to the Institute's professional examinations, student admission and programme accreditation under the Qualification Programme (QP).

Role and Responsibilities

- Provide technical support in education programme accreditation, assessment of academic qualifications and curricula and applications for module exemptions under the QP
- Assist in the monitoring of the quality and standard of the Institute's accredited programmes and their compliance with the requirements for programme accreditation
- Provide technical support to the Education & Training Department and specifically to the Institute's Qualification and Examinations Board in areas pertaining to examination setting and marking of the Institute's professional examinations
- Liaise with different stakeholders (e.g. education programme providers, practitioners and applicants) for all matters pertaining to student admission and programme accreditation
- Provide administrative and secretariat support to various committees and subgroups served by the Department of Education & Training of the Institute

Qualifications and Required Attributes

- A recognized university degree in accounting/ finance/ business
- CPA with a strong technical background, and a minimum of 5 years' post qualification experience, preferably gained in firms of CPAs/ tertiary institutions and possessing experience in providing training
- A good understanding of the QP philosophy and the curriculum and academic standards of various levels of accountancy study programmes offered by local, Mainland or overseas tertiary institutions will be an advantage
- Well-organized, able to work on own initiative and supervise subordinate staff
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism
- Excellent command of written and spoken English and Chinese, and computer literacy in preparing reports. Proficiency in Putonghua would be an advantage

Applications should be marked "Confidential" quoting the reference **[M(QA)-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, Wanchai, Hong Kong** or by email to talent@hkicpa.org.hk.