



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:

ASSOCIATE MANAGER (PROFESSIONAL EXAMINATION), EDUCATION AND TRAINING
[Ref. AM(EXAM)-E&T]

The successful candidate will assist the Director and the Associate Directors of the Education & Training Department in all matters pertaining to the Institute's Qualification Programme, other professional examinations and the practical experience.

Role and Responsibilities

- Support the examination setting process and examination administration;
- Coordinate the examination marking process, results release and script review service;
- Liaise with the examination administration service provider and examination venue provider;
- Coordinate the examinations in China or overseas;
- Prepare related examination results statistics reports;
- Organise examinations related meetings and activities;
- Update examination matters in the Institute's website;
- Assist in the development of examination systems and enhancement of information system;
- Provide secretarial and administrative support to relevant committees and working groups;
- Handling enquiries from different stakeholders; and
- Performing other duties assigned by the Director and Associate Directors of the department.

Qualifications and Required Attributes

- A recognised university degree, preferably in business related field.
- At least five years' relevant work experience, preferably from tertiary institutions or professional bodies.
- Strong managerial and administrative abilities and interpersonal skills.
- Excellent command of written and spoken English and Chinese, fluency Putonghua is a MUST.
- High level of proficiency in Microsoft Word, Excel and PowerPoint is a prerequisite.
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism.
- Able to work independently under pressure and supervise subordinates effectively.

- Outgoing personality and a good team player.
- Willing to perform overtime work as needed.
- Immediate available preferred.

Applications should be marked "**Confidential**" quoting the reference **[AM(EXAM)-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 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.