



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants is the only statutory licensing body of CPAs in Hong Kong 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 / Senior Manager, Sustainability

Job Description

- Support the development, implementation and review of the Institute's sustainability strategies, policies and action plans.
- Develop and drive cross-functional initiatives to identify and manage sustainability-related risks and opportunities, improve sustainability performance and embed sustainability considerations across the Institute's operations.
- Identify capacity-building needs and opportunities, and develop continuing professional development programmes, training initiatives and other learning activities on sustainability reporting, assurance and related topics for members and the wider profession.
- Coordinate the work of the Sustainability Committee, including preparing meeting materials, following up on agreed actions and implementation of work plans.
- Engage regulators, professional bodies, academics and other stakeholders to advance the sustainability agenda and strengthen collaboration across Hong Kong and internationally.
- Manage the Institute's sustainability and climate-related reporting process, including data collection, analysis and the preparation of disclosures in accordance with recognized standards, including HKFRS S1 and HKFRS S2.
- Conduct research and analysis on emerging sustainability developments and leading practices, particularly in sustainability reporting and assurance, and contribute to the development of thought leadership materials and stakeholder communications.
- Support the Institute's participation in local and international sustainability-related forums, working groups, consultations and collaborative initiatives.
- Undertake other duties and ad hoc assignments as required

Qualifications and Required Attributes

- Bachelor's degree or above in sustainability, accounting, business or a related discipline.
- At least five years of relevant experience in sustainability advisory, assurance or an in-house sustainability function, preferably gained in a sizable organization.

- Sound knowledge of sustainability disclosure and assurance standards, as well as leading sustainability practices, including climate risk assessment and carbon management.
- Member of HKICPA or another recognized professional accounting body, or a relevant sustainability-related professional qualification, would be an advantage.
- Proficiency in both written and spoken English and Chinese.
- Excellent project management, communication and presentation skills.
- Well-organized, detail-oriented, self-motivated and able to work independently.
- Proficiency in Microsoft Office applications, including Excel, Word, PowerPoint and Outlook, as well as Chinese word processing.
- Familiarity with AI tools and their practical application in research, content development, data analysis, multimedia production would be an advantage.

Applications should be marked "Confidential" quoting the reference [M/SM - Sustain] with full details of education, professional qualification, 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.*