



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, Finance & Administration - Finance

Role and Responsibilities:

- Manage daily accounting and financial operations, including but not limited to month-end closing, treasury management, budgetary control, and so on
- Prepare financial analysis and projections to support management strategic planning and decision making
- Lead the annual audit process, prepare financial statements, annual report, and ensure compliance with tax and statutory requirements
- Participate in annual budgeting and quarterly forecast
- Ensure compliance with operational policies, develop and implement effective procedures, streamline the operational flows and identify any potential issues.
- Be actively engaged in post-system implementation or enhancement projects
- 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-F&A (FIN)] 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.*