



**The Hong Kong Institute of Certified Public Accountants** is the only statutory standard setter in Hong Kong responsible for the development and maintenance of accounting, sustainability disclosures, auditing and assurance as well as ethical standards for professional accountants in Hong Kong. The Institute is also the only statutory licensing body of CPAs in Hong Kong which is recognised globally as the pre-eminent body of top-tier accountants that leads and serves the public interest of Hong Kong.

Are you eager to combine your strong technical skills with your passion for AI and technology? We're looking for innovative, energetic, agile and versatile individuals to help us set the bar for the modern standard setter! Seize the opportunity to develop skills that will define your career for years to come.

### **ASSOCIATE DIRECTOR or MANAGER\*, STANDARD SETTING (Ref: SS-ALL)**

Candidates may apply for a role in any of the following work streams: (i) financial reporting, (ii) sustainability reporting, (iii) audit and assurance, and/or (iv) ethics.

*\*Candidates with less experience may be considered for the role of manager.*

Reporting to the Director and/or Deputy Directors of Standard Setting, successful candidates will provide a full range of support in the development, maintenance and execution of standard setting work of the Department.

#### **Role and Responsibilities**

- Provide technical and administrative support to the committees and other advisory panels managed by the Department, including the preparation of high quality meeting papers, minutes and/or presentation materials for outreach activities.
- Draft guidance, articles, standards and other materials as well as prepare webcasts (or through other media) relating to current and proposed Hong Kong and International standards relating to financial reporting, sustainability disclosures, audit & assurance or ethics\*\*, and oversee their publication according to due process.
- Liaise with local stakeholders (e.g. the government, regulators, preparers, investors, academics and practitioners) as well as national and international standard setters and other relevant stakeholders to facilitate the implementation of new and revised professional standards and address relevant emerging issues.
- Conduct research and provide robust technical analysis on professional standards as well as other consultation documents relating to current and emerging financial reporting, sustainability reporting, audit & assurance and ethical matters\*\*.
- Participate at domestic and international meetings.
- Respond to technical enquiries from Hong Kong stakeholders in relation to financial reporting, sustainability reporting, audit & assurance and ethical issues\*\*.
- Assist in preparing the department's training plans and budgets.
- Assist with modernising the work flows of the Department through the appropriate use of AI and technology.
- Liaise with external and internal parties on administrative matters related to the technical work of the Department.
- Perform other duties assigned by the Director and Deputy Directors of Standard Setting.

## **Qualifications and Required Attributes**

- A minimum of 8 to 10 years' experience gained in audit firms, national/ international standard setters, corporates, regulators, academia or relevant research bodies. Experience in a technical accounting/audit department\*\*, writing technical analyses and/or other forms of publications would be an advantage.
- Strong technical and analytical skills in professional standards on financial reporting, sustainability disclosures, audit & assurance or ethics\*\*, including demonstrated ability in critical thinking and ability to challenge feedback gathered during outreach activities.
- Excellent written and oral communication skills in English. Good command of Putonghua and/or Cantonese would be an advantage.
- Has a passion for experimenting with AI and technology tools to discover use cases at work, with practical proficiency in using commonly available AI tools beyond basic prompting and search-based use, such as developing simple agents or interfaces to enhance work quality, efficiency and productivity.
- Has a keen interest in public interest issues and has the ability to ascertain public interest dimensions of technical issues to arrive at a balanced view.
- Communicates clearly and effectively with diverse audiences, including the ability to liaise with senior members/ stakeholders within and outside the Institute.
- Assertive, decisive, self-motivated and confident in dealing with general public or stakeholders on simple and complex technical matters.
- Well-organised, able to work independently and in teams.

*\*\* Depending on the work stream(s) applied for.*

Applications should be marked “**Confidential**” quoting the reference code (**SS-ALL**) explaining, with examples, how the applicant meets the advertised qualifications and required attributes, and includes details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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](mailto:talent@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](http://www.hkicpa.org.hk).*