



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 DIRECTOR, MEMBERSHIP AND ADMISSION (Ref. AD-M&A)**

The successful candidate will report to and assist the Director of Membership and Admission in all matters pertaining to the following duties and responsibilities:

#### **Role and Responsibilities**

##### Governance, Committees & Regulatory Oversight

- Support and service statutory and governance committees.
- Assist the Director in governance reviews and the development, review and implementation of registration-related policies and procedures.
- Liaise with regulators and oversight bodies and coordinate related reporting and information requests.

##### Registration, Membership & Professional Compliance

- Oversee registration, certification, annual renewal and restoration processes, including fit and proper assessments.
- Supervise Continuing Professional Development compliance framework, including audits, exemptions, declarations and related policy updates.
- Monitor implementation of key professional compliance arrangements, including the PII Master Policy.

##### International Recognition & External Coordination

- Manage international recognition arrangements, including agreements, renewals and related assessments.
- Handle enquiries and approvals relating to international admission routes.
- Coordinate information exchange with government bodies, auditors and enforcement agencies, as required.

##### Systems, Data & Process Management

- Ensure integrity, accuracy and effective use of membership and registration systems, databases and registers.
- Provide business input to IT projects, system enhancements and digitalization initiatives relevant to membership and registration.
- Oversee maintenance of registration-related content, forms, statistics and public information.

##### Management, Planning & Departmental Administration

- Support the Director in departmental planning, budgeting, performance monitoring and achievement of objectives.
- Lead, supervise and develop staff, including task allocation, appraisal, training and resource management.
- Review and enhance operational efficiency, SOPs and internal controls in line with statutory and Council requirements.
- Coordinate cross-departmental initiatives to achieve Institute-wide objectives.

#### Reporting, Advisory & Ad Hoc Duties

- Prepare management reports, statistics and committee papers on membership, registration and compliance matters.
- Handle relevant enquiries and complaints.
- Undertake ad hoc projects and perform other duties as assigned by the Director, Membership & Admission.

#### **Qualifications and Required Attributes**

- A professional accounting qualification with a minimum of 8 years of experience in the accountancy and/or regulatory environment is required. Demonstrated exposure to regulatory, statutory, or compliance functions would be highly desirable. Management experience gained from a professional or regulatory environment or working with statutory bodies and committees would be an asset.
- A strong interest in public interest issues and ability to ascertain public interest dimensions of governance and regulatory issues.
- Proven leadership experience in managing a sizeable team, with strong interpersonal, communication and presentation skills to effectively engage with internal and external stakeholders to arrive at a balanced view.
- Strong analytical and problem-solving skills, with the ability to challenge the status quo, anticipate and lead change, as well as to take initiatives and innovate.
- Strong organizational, project management, and ability to manage multiple priorities. Being able to negotiate at all levels both within and outside the organization.
- Excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage.
- Ability to work independently in a fast-paced and collaborative environment.

Applications should be marked “**Confidential**” quoting the relevant reference (**AD-M&A**) with full details of education, work experience, present and expected salary, 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@hki CPA.org.hk](mailto:talent@hki CPA.org.hk).

*Personal data provided will be used for recruitment purpose only.*

*For more information, please visit our website at [www.hki CPA.org.hk](http://www.hki CPA.org.hk).*