



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.

MANAGER/ASSOCIATE MANAGER (CSR), CORPORATE COMMUNICATIONS

[Ref: M/AM(CSR)-CC]

Role Overview

We are inviting a high-calibre professional to join us as **Manager/Associate Manager (CSR), Corporate Communications** to spearhead the formation and growth of our dedicated volunteer team and CSR initiatives, mobilizing our members to drive impactful community service and engagement activities.

Roles and Responsibilities

- Develop and implement a comprehensive charity and CSR strategy aligned with corporate objectives.
- Lead end-to-end project management for large-scale community events, flagship service days, and the annual appreciation ceremony
- Architect the recruitment, onboarding, and retention strategy to scale the volunteer team.
- Oversee database management to track service hours, skills, and engagement levels, ensuring optimal resource allocation and effective matching of volunteers to community initiatives.
- Cultivate and maintain strong relationships with key stakeholders, including NGO partners, schools, government bodies, professional organizations and business community. Act as the primary liaison to identify collaboration opportunities that align with the Institute's values and strategic goals.
- Develop and maintain an impact measurement framework to quantify the social value of HKICPA's CSR efforts. Manage the volunteer recognition system, including digital certification, to acknowledge member contributions effectively.
- Develop engaging multimedia content to effectively communicate CSR initiatives and their impact to internal and external audiences, contributing to the Institute's broader branding strategy.
- Manage the annual CSR budget, ensuring effective utilization of funds and compliance with procurement policies.
- Assist in other corporate events and community outreach initiatives as assigned.
- Perform any other duties as assigned by supervisor.

Qualifications and Required Attributes

- Degree holder preferably in Marketing, Communications, Social Sciences, Business Management or related discipline.
- Minimum 6 - 8 years of relevant experience in CSR, corporate philanthropy, NGO management, or volunteer management. Candidates with less experience may be considered for the Assistant Manager position.
- Strong network within the NGO and charity sector.
- Proven track record in designing and managing large-scale volunteer programmes or community projects; experience in impact reporting and ESG metrics is preferred.
- Experience with professional body volunteering or membership organizations is an advantage.

- Strong project management skills with the ability to handle complex logistics, risk assessments, and multi-stakeholder relationships
- Excellent command of written and spoken English and Chinese (Cantonese and Putonghua).
- Proficient in MS Office applications; familiarity with CRM or volunteer management databases is an advantage.
- Passionate about community service, self-motivated, and capable of working independently under pressure to meet tight deadlines.
- Flexible and willing to work outside regular office hours for community events and volunteer activities as required.

Applications should be marked "**Confidential**" quoting the reference **[Ref: M/AM(CSR)-CC]** 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, Wan Chai, Hong Kong** or by email to hr@hkipa.org.hk.

*Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hkipa.org.hk.*