



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.

We are inviting a high calibre professional to join us for the following position that will provide an exciting opportunity to lead the Institute's activities in an area that is central to maintaining the first class international profile of Hong Kong and the Institute:

DEPUTY DIRECTOR, ADVOCACY AND PRACTICE DEVELOPMENT (Ref. DD-A&PD)

The Advocacy and Practice Development Department is responsible for the development and promotion of the work of the profession in taxation, insolvency and restructuring, corporate governance, forensic accounting, anti-money laundering, professional liability reform, and in relation to relevant legislative/ regulatory matters. One of the significant regular projects of the department is the Best Corporate Governance Disclosure Awards.

Role and Responsibilities

The successful candidate for the post of deputy director will be expected to be able to:

- Assist in developing, and manage, ad hoc technical and thought leadership projects relating to some of the above specialist areas, including corporate governance projects
- Provide technical and administrative support to committees, working groups and other technical/ specialist groups
- Co-ordinate and draft responses to legislative and policy proposals, consultation papers, etc., relating to relevant technical areas
- Draft technical information and papers, including newsletters, for dissemination to members, and assist in drafting good practice guidance. One current area of work of the department is to develop anti-money laundering guidelines
- Conduct/ coordinate research in relation to the department's projects
- Liaise with members and other internal and external stakeholders, including relevant government agencies, regulators and overseas bodies, as well as other departments within the institute

- Oversee/ coordinate the organization of activities and events (e.g., seminars, conferences and networking events)
- Respond to technical enquiries on relevant subjects handled by the department
- Coordinate departmental returns including budget preparation and monitor budget variances arising during the year
- Deputize for the department head, as and when required
- Some travelling is required but frequent travelling is not expected

Qualifications and Required Attributes

The successful candidate will possess the following qualifications and attributes:

- A recognized university degree in accounting/finance/business
- CPA with a minimum of 10 years' post qualification experience gained in practising firms of CPAs or other organizations
- A strong technical background, preferably including knowledge of one or more of the specialist areas handled by the department
- High professional and ethical standards with a strong sense of commitment
- Ability to deal with different stakeholders and partner organizations in Hong Kong and internationally
- Well-organized, able to work on own initiative and to supervise some professional and administrative staff
- Excellent written and oral communication skills in English and Chinese. Good command of Putonghua would be an advantage

Applications should be marked "**Confidential**" quoting the reference code (**DD-A&PD**) 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 hr@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.