



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:

DEPUTY DIRECTOR, GOVERNANCE AND REGULATORY AFFAIRS [Ref: DD-GRA]

The Membership and Admission ("Department") is responsible for the development and operation of the Institute's policies on governance, nomination and registration matters, on top of handling all membership related work in compliance with the Professional Accountants Ordinance and other relevant laws and regulations.

Reporting to Director of the Department, the successful candidate will participate in the strategic and policy development and implementation of the Institute's governance and regulatory affairs, as well as deputising for the Director of the Department when required.

Key Responsibilities

1. Develop, review and implement relevant policies and governance framework of the Institute and to ensure effective implementation.
2. Provide support to the Council and relevant committees in the development and review of the Institute's constitution, policies and practices on governance and regulatory matters to ensure that they remain fit for purpose.
3. Develop strategies to build and maintain strong working relationships with key stakeholders including regulators and relevant professional bodies.
4. Coordinate policy and process improvements especially for cross department initiatives with reference to international best practices applicable under the local context
5. Facilitate effective and active engagement with the oversight body and coordinate activities of the specified functions of the Institute to improve collaboration.
6. Assist in Council secretariat work including coordinate the development and reporting of strategic actions for achievement of strategic objectives.
7. Prepare research, consultation papers and regular reports on governance and policy matters.
8. Support the Director of the Department in relation to the management of the Department including preparation of departmental reports and annual budgets, as well as representing the Department at management meetings and external communications.
9. Perform other duties as assigned by the Director of the Department.

Qualifications and Attributes

- A professional accounting qualification with a minimum of 10 years of relevant experience is required. Senior 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 has the ability to ascertain public interest dimensions of governance and regulatory issues. Subject matter expertise in governance and regulatory requirements, as well as policy development would be an advantage.
- 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 negotiation skills, and ability to manage multiple priorities.
- Excellent command of written and spoken English and Chinese. Proficiency in Putonghua would be an advantage.
- Ability to work in a fast-paced and collaborative environment.

Applications should be marked "**Confidential**" quoting the reference [DD-GRA] 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.