



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.

To meet our business development needs, we are inviting high calibre professionals to join us for the following position:

## **OFFICER, MEMBERSHIP & ADMISSION [Ref. O-M&A]**

### **Role & Responsibilities:**

#### **1. CPD Compliance**

- Assist in the CPD annual declaration process and CPD compliance audit, including follow up and review of correspondences, process exemption applications and extension cases, keep records, update membership system, etc.
- Monitor annual CPD declaration during Annual Renewal
- Follow up with members who do not fulfil CPD requirements and cross-check the list of exemption, extension and CPD compliance audit
- Conduct CPD compliance audit, including review CPD record forms, vetting supporting documents received
- Follow up on outstanding CPD compliance audit issues and prepare audit letters, including notification letters and reminder letters
- Handle telephone enquiries and follow up with members relating to CPD compliance audit
- Handle special requests and prepare relevant correspondence to members of special cases about audit progress
- Update the Institute's webpages regarding CPD requirements and CPD compliance matters

#### **2. Nomination**

- Administer committee nomination forms and committee feedback forms
- Draft/ administer email template
- Handle email enquiries pertaining to the nomination forms and committee feedback forms
- Format nomination forms
- Issue appointment letters

#### **3. Others**

- Work across functions with other departments to achieve shared goals
- Manage procurement process and coordinate material and resources allocation
- Perform advisory role for junior staff in the department and temporary staff, if any

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

- University graduate with a minimum of five years' relevant experience, preferably gained in a professional, regulatory or public body or an organization of similar nature
- Good command of written and spoken English and Chinese including Putonghua
- Strong project management, analytical and problem solving skills

- Well-organised, able to work independently and in teams
- Supervisory skills will be an asset
- Self-motivated and confident in dealing with members and stakeholders at all levels
- Proficient in MS Word, Excel, Chinese Word Processing and PowerPoint

Applications should be marked "**Confidential**" quoting the reference **[O-M&A]** 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 at [talent@hkipa.org.hk](mailto:talent@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](http://www.hkipa.org.hk).*