

The Institute of Financial Planners of Hong Kong (IFPHK) is a non-profit making professional organization founded in June 2000 to foster professional standards in personal financial planning. We are the sole licensing body in Hong Kong authorized by Financial Planning Standards Board Ltd to grant the much coveted and internationally-recognized CFP^{CM} certification and AFPTM certification to qualified financial planning professionals in Hong Kong and Macau.

We are now inviting enthusiastic and high-calibre executive to join our professional teams:

Assistant Manager – Examination Development Department (Ref.: 190801W)

Responsibilities

- Develop and review examination questions in relation to the preparation of examination papers for various professional examinations offered by the Institute
- Ensure the quality assurance of the development process for various professional examinations
- Assist in drafting analysis reports, audit reports, meeting agenda and meeting minutes etc.
- Liaise with external consultants and academia in the production of examination papers and related materials
- Monitor the databases and record-keeping systems
- Supervise ad-hoc projects when necessary

Requirements

- University graduate in Finance, Accounting, Business Administration or related disciplines
- At least 3 years of work experience in financial industry or related disciplines
- Work experience in educational institutions or professional bodies preferred
- Good knowledge in insurance or financial services related statutory and regulatory requirements
- Independent and attentive to details with positive work attitude
- Ability to work accurately with minimum supervision to achieve high standards
- Highly self-motivated in pursuing excellence and high quality of work
- Proficient in Microsoft Office applications including Excel, Access, and Chinese Word Processing
- Good communication skills in written and spoken English and Chinese

To apply, please send a full resume stating current and expected salary to hr@ifphk.org before 23 Aug 2019.

Please visit our website www.ifphk.org for further information on our Institute.