



MANDATORY PROVIDENT FUND SCHEMES AUTHORITY (MPFA)

The MPFA was set up in September 1998 under the Mandatory Provident Fund Schemes Ordinance (Cap. 485). Our mission is to regulate and supervise privately managed provident fund schemes; to educate the working population about saving for retirement and the role of the MPF System as one of the pillars supporting retirement living; and to lead improvements to provident fund systems to make them more efficient and user-friendly, and better meet the needs of the working population.

At MPFA, we take pride in our people and aim to provide a unique environment where talents could reach their potential and fulfil their career aspirations. We focus on enhancing retirement protection of Hong Kong people and living our core values – Community Perspective, Commitment, Quality and Teamwork. If you share these concerns and are keen to practise and promote creativity, collaboration, communication and agility, looking to gain broad perspective from businesses, eager to sharpen your leadership and professionalism, and put stakeholders at heart, this is the place for you.

Assistant Manager (Risk Management)

(Ref. 50/2024)

The Job

- Conduct internal audit (both financial and operational audits) and support risk management activities;
- Prepare audit plan and draw up the detailed audit programmes for each audit assignment;
- Perform audit testing on audit reviews;
- Prepare internal audit reports and communicate audit findings and recommendations to counterparts;
- Liaise and coordinate with other departments for internal audits and management reviews;
- Keep abreast of development in the market by conducting ongoing research and developing core knowledge of industry practices in internal controls / internal audits / enterprise risk management;
- Assist in drafting proposals, templates and presentation materials;
- Provide administrative support to the Audit and Risk Committee; and
- Perform other duties or any ad-hoc projects as assigned.

The Person

- A recognized degree, preferably majoring in accounting, finance, business administration or a related discipline, or equivalent;
- A qualified member of the Hong Kong Institute of Certified Public Accountants or equivalent with experiences preferably gained from Big Four accounting firms, sizable corporations or public organizations;
- At least seven years of experience in internal auditing, quality assurance or risk management;
- Good knowledge on information technology (IT) and experience in digital transformation or business process improvement would be an advantage;
- Good command of written and spoken English and Chinese;
- Proactive, detail-oriented, good problem solving, interpersonal, communication and analytical skills and able to work independently;
- Enthusiastic to change and bring in new perspectives considering market and business practices;
- Strong computer skills in MS PowerPoint, Word and Excel.

Remuneration Package

A competitive remuneration and benefits package including a discretionary performance-linked variable pay, annual leave, medical, dental and life insurance coverage, and MPF will be offered. All new appointments will be made on a two-year fixed-term contract initially prior to consideration for appointment on a non-fixed-term basis.

To Apply

Interested candidates are invited to apply via our [online application](#). The closing date for application is **5 August 2024**. Applicants not contacted for follow-up within 3 months after the closing date for application may assume that their applications are not successful. Applications not selected for further processing may be considered for other relevant openings in the future but their applications will not be retained for more than a period of two years after the closing date. For enquiries, please email at hrdmpfa@mpfa.org.hk.

The information provided will be kept confidential and only be used for those purposes relating to your application. Please visit our website for the details of the MPFA's Personal Information Collection Statement for Job Applicants at <https://www.mpfa.org.hk/en/mpfa/joining-mpfa/job-vacancies/personal-information-collection-statement>. MPFA and its subsidiary are equal opportunities employers and welcome applications from all qualified candidates.