



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for regulation of the profession of Chartered Accountants in India. During its glorious existence of more than 70 years, ICAI has achieved recognition as a global second largest Accountancy Body.

ICAI invites applications from the qualified professionals for associating as “**Officer in-charge (Associate Director)**” for its office at **Singapore** to manage its operations & to promote ICAI activities in Asia-Pacific Countries, on freelancer/contractual basis to work for 50 hours per month, initially for a term of 2 years to be considered for extension in deserving case on performance and need basis.

Qualification & Experience	<ul style="list-style-type: none">Chartered Accountant with minimum 5 years of post-qualification experience in a similar profile. Additional qualification of Company Secretary/Cost Accountant/MBA/LLB would be an added advantage.
Skill Sets required	<ul style="list-style-type: none">Knowledge in the areas of Finance, Taxation (Direct/Indirect), IFRS, Ind AS, Corporate & Economic Laws etc. and best international practices (standards)Excellent communication skillsEffective administrative and organizational skillsExcellent Leadership and decision-making skillsStrong IT skills, ability to represent senior management and liaison with international agencies.
Job Role	<ul style="list-style-type: none">To manage and oversee the operations of Singapore office and coordination with Chapters and Professional Accounting Organizations (PAO's) in Asia-Pacific Regions.To work with the International Affairs Committee, to prepare strategic and operation plans for all tasks related to students, members, stakeholders and take initiatives to drive member engagement and brand awareness.To work with the Committee for Development of International Trade, Development and WTO and Committee for Members in Industry and Business for successful execution of the Overseas Campus.To generate employment Opportunities for ICAI members in industry and Profession for Indian CAs within the responsible regions.To manage the branch operations of Singapore Overseas office including activities for members, administration, finance and overall operations in line with the needs at any given point of time.To work with the chapters in the regions to help them evolve from Program organising unit to Profession Development Unit and identifying opportunities to open more chapters in the countries of responsible regions.To bring the non-active Chartered Accountants into fold of ICAI membership within Regions.To maintain interaction with the functionaries of ICAI in line with the needs from time to time.To perform other specific duties that will vary from time to time in line with the business needs.
Age Limit	<ul style="list-style-type: none">Not exceeding 40 years (as on 31.12.2022)
Compensation	<ul style="list-style-type: none">Negotiable commensurate with qualifications and relevant experience.

ICAI holds the right to relax any eligibility criteria for deserving candidates and its decision regarding eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

Interested candidates may send their application through email at recruitsingapore2023@icai.in or can send through speed post to Director-HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P. Marg, New Delhi-110002, superscribing on the envelope “**Application for associating as Officer In-Charge (Associate Director) – Singapore Office**” within 15 days from date of release of advertisement.