

2021 MANPOWER SURVEY REPORT

ACCOUNTANCY SECTOR

ACCOUNTANCY TRAINING BOARD

VOCATIONAL TRAINING COUNCIL

Published in October 2021

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Acknowledgement

The Accountancy Training Board would like to express its gratitude to the Census and Statistics Department (C&SD) which provides professional advice on the sampling plan. The Training Board also thanks all respondents of the sampled establishments for providing information required by the survey.

1. Executive Summary

Background

1.1 The Accountancy Training Board (Training Board) conducted a manpower survey of the accountancy sector from January to March 2021, with the reference date on 2 January 2021. This report presents the survey findings of the latest manpower situation of the sector and proposes recommendations in response to the manpower demand and training needs to different stakeholders of the sector, including employers, employees, and training providers, by making reference to the business outlook. The survey synchronises the surveys of the banking and finance industry and the insurance industry. Survey findings of these three surveys are expected to provide comprehensive manpower statistics which would help the community formulate manpower training and development strategies for the entire financial services sector.

Survey Coverage

1.2 The survey covered accountancy firms, some government departments, relevant large non-governmental organisations and statutory bodies, commerce and services establishments with ten or more employees, and industrial establishments with ten or more employees. A total of 1 548 establishments were selected from 40 241 establishments of the accountancy sector recorded on the central registrar of C&SD for this survey. Selected establishments were invited to provide manpower information based on the list of principal jobs, which were defined and considered significant by the Training Board. According to the level of responsibility, complexity of jobs and skills, knowledge and training required, principal jobs were classified in six levels, namely (a) partner/principal/director/chief financial officer, (b) senior manager/financial controller, (c) manager, (d) supervisor/senior, (e) clerk/associate, and (f) trainer/teacher. In this report, levels (a) to (c) will be aggregated as “managerial level” for presentation of findings whenever necessary.

Methodology

Survey Methodology

1.3 The stratified random sampling method was adopted to draw 1 548 sampled establishments from the Hong Kong Standard Industrial Classification list of C&SD. Selected establishments completed a questionnaire which comprised two parts: (i) quantitative manpower information by job level and principal job and (ii) supplementary information related to the manpower situation. The data collection and enumeration processes were closely monitored and data was verified to ensure data quality. The

effective response rate was 95.6% after enumeration.

Manpower Projection Methodology

1.4 The Training Board adopted the approach of statistical modelling for projecting the manpower demand of the accountancy sector for the period from 2022 to 2025. The statistical model was built by considering relevant economic indicators which reflected important changes in the local economy, demography and labour market. Details of the projection methodology are provided in *Appendix 8*.

Findings

Number of Employees and Vacancies

1.5 Among 104 478 persons being employed in the accountancy sector as of 2 January 2021 (i.e. the reference date of the survey), 67 859 accounting personnel worked in commercial and services establishments. It had the largest percentage of accounting employees (65%) among the four branches. Accountancy firms employed 25 053 (24%) of the accounting personnel which was the second largest among the four branches. With regard to the manpower distribution by job level, 25.8% were engaged at the managerial level, 22.8% were employed as supervisors/seniors and 50.5% were clerks/associates as presented in Table 1.1.

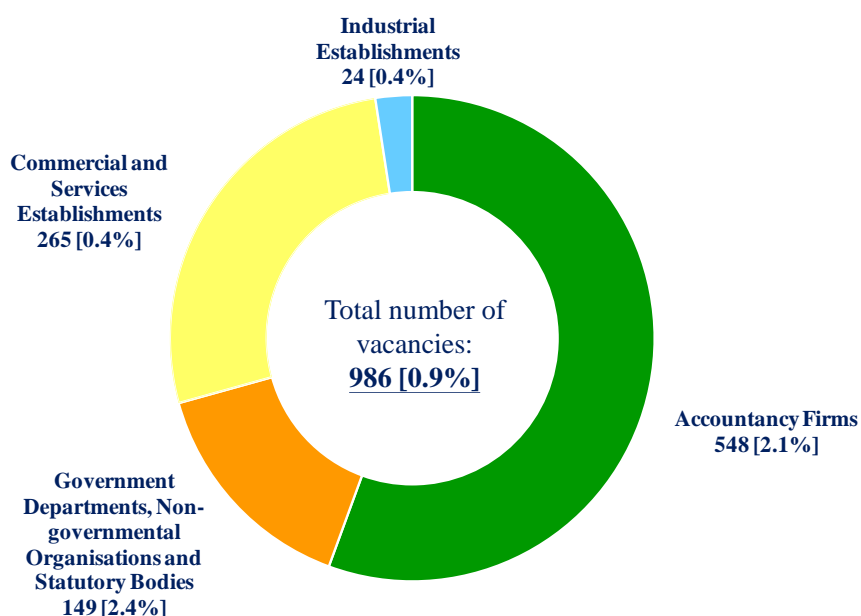
Table 1.1 Number of Employees by Branch and Job Level (as of 2 January 2021)

Branch	No. of Employees								Percentage of Total No. of Employees
	Managerial Level				Supervisor / Senior	Clerk/ Associate	Trainer/ Teacher	Total	
	Partner/ Principal/ Director/ Chief Financial Officer	Senior Manager/ Financial Controller	Manager	Sub-total					
Accountancy Firms	4 204	2 096	3 130	9 430	6 157	9 338	128	25 053	24%
Government Departments, Non-governmental Organisations and Statutory Bodies	89	592	412	1 093	1 534	3 165	324	6 116	5.9%
Commercial and Services Establishments	959	7 429	7 061	15 449	14 818	37 112	480	67 859	65%
Industrial Establishments	51	383	508	942	1 312	3 196	0	5 450	5.2%
Total	5 303	10 500	11 111	26 914	23 821	52 811	932	104 478	100%
Percentage of Total No. of Employees	5.1%	10%	10.6%	25.8%	22.8%	50.5%	0.9%	100%	

Note: Total percentage may not equal 100% due to rounding.

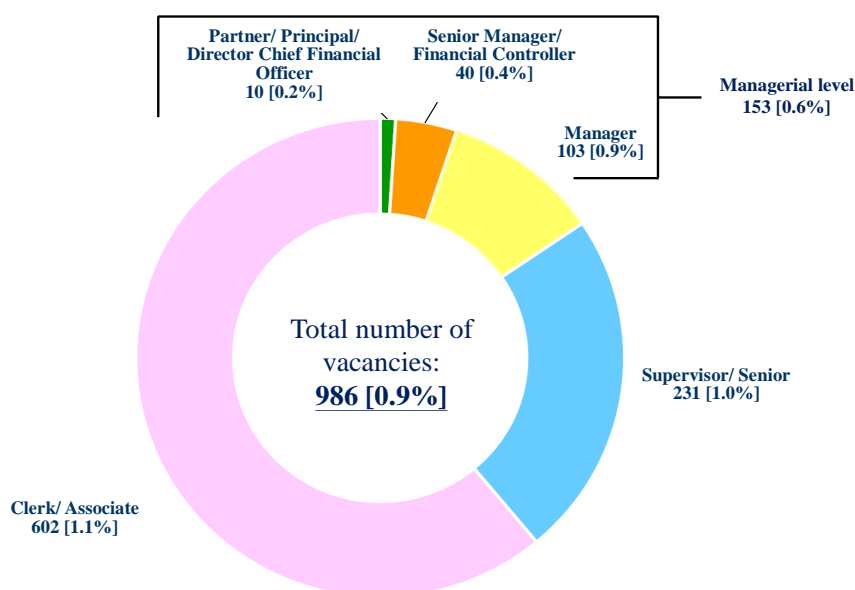
1.6 At the time of survey, there were 986 vacancies in the accountancy sector, representing a vacancy rate of 0.9% of the total number of employees and vacancies of the sector. Most of the vacancies were found in accountancy firms (548), and the largest number of vacancies was found at the level of clerk/associate (602) as shown in Figures 1.1a and 1.1b.

Figure 1.1a Vacancies by Branch



Note: Figures in [] brackets indicate the *Vacancy rate* (for a particular branch) = $\frac{\text{No. of vacancies}}{\text{No. of posts (No. of employees + No. of vacancies)}}$

Figure 1.1b Vacancies by Job Level



Note: Figures in [] brackets indicate the *Vacancy rate* (for a particular job level) = $\frac{\text{No. of vacancies}}{\text{No. of posts (No. of employees + No. of vacancies)}}$

Employers' Forecasted Manpower Demand

1.7 Employers being surveyed forecasted that there would be 105 483 employees in the accountancy sector in January 2022, a mere increase of 19 employees (0.02%) when compared with the existing posts of 105 464 in January 2021.

Table 1.2 Employers' Forecasted Manpower Demand for 2022

No. of Employees (a)	No. of Vacancies (b)	Total No. of Employees (c = a + b)	Forecasted No. of Employees as of January 2022 (d)	Forecasted No. of Increase/Decrease in Manpower in 2022 (e = d - c)	Percentage Change
104 478	986	105 464	105 483	19	0.02%

Preferred Education Level

1.8 A first degree or above was preferred for employees at the managerial level and trainers/teachers. Similarly, a first degree was also preferred for supervisors/seniors, followed by diploma/certificate. For clerks and associates, employers preferred them to have diploma/certificate and secondary 4 to 7 as shown in Table 1.3.

Table 1.3 Preferred Level of Education for Full-time Employees in the Accountancy Sector by Job Level

Job Level	Preferred Education Level						
	Postgraduate Degree	First Degree	Sub-degree	Diploma/Certificate	Secondary 4 to 7	Secondary 3 or below	
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	12.7%	87.3%	0%	0%	0%	0%
	Senior Manager/ Financial Controller	2.9%	97%	0.1%	0%	0%	0%
	Manager	0.8%	89%	10.2%	0%	0%	0%
	Sub-total	3.9%	91.9%	4.2%	0%	0%	0%
Supervisor/ Senior	0%	42.1%	18.1%	29.9%	9.9%	0%	
Clerk/ Associate	0%	11.1%	9.3%	36.9%	42.7%	0%	
Trainer/ Teacher	7.3%	80.5%	12.1%	0%	0.1%	0%	

Note: As a percentage of total no. of employees

Staff Turnover

1.9 A total of 6 950 employees left or a turnover rate of 6.6% was recorded in the past 12 months. Among various job levels, clerks/associates recorded the highest number of employees left (3 814) in the past 12 months whereas managers registered the highest turnover rate (8.5%) as shown in Table 1.4.

Table 1.4 Employees Left in the Past 12 Months and Turnover Rate by Job Level

Job Level		Number of Employees Left	Turnover Rate*
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	65	1.2%
	Senior Manager/ Financial Controller	297	2.8%
	Manager	957	8.5%
	Sub-total	1 319	4.9%
Supervisor/ Senior		1 758	7.3%
Clerk/ Associate		3 814	7.1%
Trainer/ Teacher		59	6.3%
Total		6 950	6.6%

*Note: * Turnover rate = No. of employees left in the past 12 months / No. of posts at that particular job level (No. of employees + No. of vacancies)*

Major Training Needs

1.10 In view of the fact that most of the employees at managerial level possessed professional qualifications (e.g. HKICPA (Practising) and qualified accountants), training areas for them would focus on management knowledge. On the other hand, training needs for other job levels (including supervisors/seniors, clerks/associates, and trainers/teachers) would concentrate on upgrading job-related knowledge. The top five areas of training required for employees by job level are shown in Table 1.5.

Table 1.5 Top Five Training for Employees by Job Level

Partner/ Principal/ Director/ Chief Financial Officer	Senior Manager/ Financial Controller	Manager	Supervisor/ Senior	Clerk/ Associate	Trainer/ Teacher
Problem Solving & Decision Making (15%)	Strategic Management (8.6%)	Principles & Practice of Management (15.7%)	Financial Accounting (32.4%)	Financial Accounting (18.3%)	Financial Accounting (30.7%)
Principles & Practice of Management (12.8%)	Problem Solving & Decision Making (7.9%)	Financial Accounting (15.2%)	Financial Management (10.7%)	Information Systems Application Skills (6.7%)	Presentation Skills (16.1%)
Financial Accounting (9.8%)	Principles & Practice of Management (7.9%)	Problem Solving & Decision Making (8.4%)	Cost and Management Accounting (10.3%)	Cost and Management Accounting (6.4%)	Cost and Management Accounting (13%)
Strategic Management (6.8%)	Financial Accounting (7.1%)	Human Resources Management (7.1%)	Updates on Accounting Standards (6.8%)	Updates on Accounting Standards (6%)	Financial Management (11.1%)
Risk Management (6.5%)	Marketing Management (6.5%)	Leadership (6.7%)	Risk Management (5%)	Cross-exposure to Other Accounting Functions (4.8%)	Auditing (7%)

*Note: Percentages are calculated on the basis of total number of companies with such level of staff.
Respondents may choose up to five options for each job level.*

Manpower Analysis

Manpower Changes between 2017 and 2021

1.11 Key trends of the changes in the accountancy sector between 2017 and 2021 include:

- (a) The number of establishments in the accountancy sector had a notable increase from 24 451 establishments in 2017 to 26 898 establishments in 2021 (+2 447 establishments).
- (b) The total number of employees engaged in the sector was fairly similar to that in 2017. Although the manpower in accounting firms exhibited an increase (+1 787, +7.7%), such an increase was cancelled out by the manpower decrease in commercial and services establishments (-1 741, -2.5%).
- (c) The major increase in manpower was recorded at the level of manager. The number of employees at the level of senior manager/financial controller was decreased by 1 568 (-13%) while that at the manager level was increased by 1 500 (+15.6%).

1.12 Manpower changes in the accountancy sector reflect that:

- (a) Although the number of establishments in the accountancy sector indicated a noticeable increase (+2 447, +10%) from 2017 to 2021, the size of the workforce in the sector was similar to that in 2017 (+231, +0.1%).
- (b) The manpower increase in accounting firms was offset by the manpower decrease in commercial and services establishments. This was mainly attributed to the manpower reduction in wholesale, retail and import/ export trades, catering and hotels industry (-2 445) as those industries were hard hit by the adverse economic environment and the impact of the COVID-19 pandemic.
- (c) While manpower reduction at the level of senior manager/financial controller was recorded, an increase in the number of staff at manager level was also observed. This might reflect the fact that positions or job duties of senior manager/ financial controller were gradually replaced or carried out by managers.

Business Outlook

1.13 Readers of this report are advised to take note that after the fieldwork of the survey with the reference date on 2 January 2021, changes in the external environment like the plan for further developing Shenzhen-Hong Kong cooperation zone, disbursement of electronic consumption vouchers, consecutive months of decline in unemployment rate, continuously evolving COVID-19 pandemic, expectation for the reopening of boundary crossing, etc. might have different effects on the projected manpower supply and demand situation in the accountancy sector. Users are advised to be cautious when quoting the survey findings as reference materials.

1.14 Although many industries are badly hit by one of the most serious health crises in the history of our lifetimes, the performance of the accountancy sector is relatively steady. This professional sector continues to grow and evolve sturdily. In Hong Kong, accounting, auditing, book-keeping, and tax consultancy services exports amounted to US\$269 million in 2019, up 1.2% from 2018. According to the research done by the Hong Kong Trade Development Council¹, the Mainland is the largest export market for accounting services of Hong Kong. Export services include statutory audit services, investment-related advisory services (e.g. due diligence), tax advisory, corporate advisory services, etc.

Table 1.6 Statistics—Hong Kong Accounting Business

Accounting, Auditing and Book-keeping	Year 2019
Export of accounting, auditing, book-keeping and tax consultancy services (US\$ million)	269
Contribution to total services exports (%)	0.26

Source: Hong Kong Trade in Services Statistics, Census & Statistics Department

1.15 Because of China-US tension, more US-listed Mainland enterprises are expected to gravitate to secondary listings in Hong Kong in the future. It is expected that for Chinese companies, unicorn companies in particular, which are thinking about getting public listings and financing, there may be stricter scrutiny on companies seeking offshore listing by the Chinese authorities, especially those heading to the US. This is beneficial to the Stock Exchange of Hong Kong and local accounting sector as these enterprises will require relevant audit services, corporate finance services, etc.

1.16 The advancement in technology is impacting virtually all industries. New technologies are taking the accounting sector to new levels. Accounting practitioners nowadays have to be tech-savvy and comfortable using different platforms to interact with clients. Cloud computing, blockchain, artificial intelligence, robotics, etc. are part of their daily lives.

¹ Hong Kong Trade Development Council, “Accountancy Industry in Hong Kong”, <https://research.hktdc.com/en/article/MzExMzM00Tcw>

1.17 Technology helps speed up the tasks of accounting practitioners but it will also change the focus of their jobs. Accounting practitioners need to reskill and upskill themselves to evolve with the changing environment. In fact, clients are expecting accounting and tax professionals to serve as holistic advisers rather than just being transactional accountants. Practitioners are required to be skilled at analysing big data to identify trends and patterns. Familiarity with data mining and other data science techniques will be a competitive edge. While technical accounting and tax knowledge are becoming relatively less important than one or two decades ago, soft skills are critical in addition to technological competencies. The advancement in technology also facilitates the emergence of new business models which in turn has an impact on the provision of professional services like accountancy.

1.18 Hong Kong is renowned for having some of the longest working hours worldwide. A report by an international recruitment agency² has revealed that work-life balance is the primary reason why Hong Kong employees change jobs, followed by career development and financial rewards. The result clearly shows that there is a gradual shift in employee preferences that many practitioners are focusing on non-financial incentives when choosing a job. This somewhat reflects the fact that employees, particularly those who are millennials (born between 1980 and 1995) and Generation Z (born between 1996 and the early-mid 2000s), tend to value work-life balance and career progression higher than simply financial rewards.

Manpower Projection and Annual Additional Manpower Requirements

1.19 Annual additional manpower requirements have taken into account the (i) projected manpower trend and (ii) wastage rate of the sector (i.e. percentage of employees leaving the sector permanently on an annual basis). A summary of estimated annual additional manpower requirements from 2022 to 2025 is shown in Table 1.7.

Table 1.7 Estimated Annual Additional Manpower Requirements from 2022 to 2025

Job Level	Estimated Annual Additional Manpower Requirements
Managerial	785
Supervisory/Senior	1 068
Clerk/Associate	1 056
Trainer/Teacher	13

² Robert Half, “The 2018 Robert Half Salary Guide”,
<https://www.roberthalf.com.hk/press/its-about-more-just-money-hong-kong-workers-yearn-work-life-balance>

Demand for Accounting Personnel

1.20 In accordance with the estimated annual additional manpower requirements from 2022-2025 listed in Table 1.7, the accountancy sector requires additional employees to take up 785 managerial positions, 1 068 supervisor/ senior positions, 1 056 clerk/ associate positions and 13 trainer/teacher positions. Regarding the analysis of preferred level of education of employees by job level, the accountancy sector requires 1 301 (722 + 450 + 118 + 11) persons who possess a first degree to take up positions of the above four job levels. In addition, the accountancy sector needs to recruit 1 038 (33 + 514 + 489 + 2) persons who possess sub-degree/diploma/certificate qualifications to take up positions of the above four job levels.

Table 1.8 Preferred Education Level of the Estimated Annual Additional Manpower of the Accountancy Sector

Education Level	No. of Employees Required in the Accountancy Sector
First Degree	1 301
Sub-Degree/ Diploma/ Certificate	1 038
Total	2 339

Supply of Accounting Personnel

1.21 Based on the information provided by the University Grants Committee of Hong Kong (UGC), VTC and course providers* running accounting and general business courses, the planned number of graduates in accounting and general business is summed up in Table 1.9.

Table 1.9 Supply of Accounting and Business Related Graduates

Education Level	Estimated Number of Graduates in 2021/2022 [^]	Estimated Number of Graduates in 2022/2023 [^]
Degree	4 228	4 033
Sub-Degree/ Diploma/ Certificate	382 [#]	354 [#]

Note: * The Training Board wrote to local course providers requesting for their estimated number of degree, sub-degree/ diploma/ certificate graduates in 2021/2022 and 2022/2023. Around 30% of the course providers replied. The estimated number of graduates reported by these course providers have been included in the figures as shown in Table 1.9. Users of the survey findings should note that the data collected might not be comprehensive.

[^] The estimated number of graduates with a degree / sub-degree / diploma/ certificate qualification related to accounting and general business.

[#] Readers should note that not all sub-degree/ diploma/ certificate graduates would enter the job market immediately after graduation. Quite a number of graduates would opt for further study.

1.22 It is worthy to note that some local graduates of the accounting discipline who did not join the accountancy sector might work in other economic sectors in the community or pursue further studies. On the other hand, graduates from various disciplines are able to join the sector through the new Qualification Programme provided by the Hong Kong Institute of Certified Public Accountants which offers alternative pathways and greater flexibility for students with different education backgrounds to become accounting professionals.

Recommendations

1.23 Taking into account the business outlook and survey findings, the Training Board had the following recommendations.

Digital Transformation

1.24 The digital transformation has an impact on different businesses and it is just a matter of degree. In the accountancy sector, digital transformation has changed the playing field radically. Not only do organisations rely on automation to reduce costs and improve efficiency, it also helps reduce human errors. Obviously, the transformation is not just about automation. It also includes the applications of cloud computing, blockchain, artificial intelligence, etc. In other words, accounting practitioners have to be tech-savvy and competent enough in using different tools and online platforms to communicate and serve clients. Practitioners are required to know how to leverage those technologies.

Roles are Changing

1.25 Alongside the digital transformation, the accounting profession continues to evolve. While running the books and ensuring compliance are still important duties of accountants, businesses may also seek advice from the profession on how to, say, integrate new technologies into their own operations, leading those professionals to take on a new role by offering advisory services in a particular area. In addition, when there are more and more data at our disposal than ever before, businesses may think about making good use of them by relying on accountants to apply different tools like sensitivity analysis to model a range of possible outcomes. In this respect, the job of contemporary accountants is to help those businesses make good sense of the data so that the trends and patterns being identified will assist in generating more revenues. Future accountants will assume a more strategic and creative role in the business world. They will also play different roles by leveraging on their technical expertise as building blocks.

Competency Challenge

1.26 For front-line accounting practitioners, they should upskill themselves so that they will be able to grasp the opportunities brought forth by the potential influx of Mainland enterprises to go public in Hong Kong. Accounting practitioners are also required to embrace the rapid advancement in accounting technology if they want to remain competitive and relevant in the sector. What practitioners should be mindful of is to stay up-to-date with the accounting standard and reporting requirements like ESG reporting and the trend in technology, optimise and adapt accounting software to meet the needs of clients, and be open to accepting and learning advancing technologies. While digital acumen is imperative, accounting practitioners should also possess soft skills like good business acumen, agility, adaptability, sound problem solving skills, data analytical skills, judgmental skills, presentation skills, etc. in order to enable them to provide professional judgement and advice to modern businesses. Equally important, integrity is the fundamental element of the accounting profession.

A Strike for Work-Life Balance

1.27 In a competitive business city like Hong Kong, work-life balance is a challenging issue to be dealt with. With the availability of cloud computing and online video teleconferencing platforms, staff whose jobs can be done remotely should be offered the option of working from home for a certain number of days in a month if the situation permits. The promotion of flexible work arrangements also helps staff achieve better work-life balance. Employees may have personal and family commitments occasionally. Certain staff may welcome the suggestion of starting and ending the workday a bit earlier or vice versa.

2. Introduction

Background

2.1 The Accountancy Training Board (Training Board) of the Vocational Training Council (VTC) is appointed by the HKSAR Government to analyse the manpower situation and training needs of the accountancy sector. The Training Board comprises members nominated by major trade associations, professional bodies, educational and training institutions, and government departments. The Chairman and selected members of the Training Board are also invited to join the Working Party on Manpower Survey. The membership and terms of reference are listed in *Appendices 1, 2, and 3*. The survey synchronises the surveys of the banking and finance industry and the insurance industry. Survey findings of these three surveys are expected to provide comprehensive manpower statistics which would help the community formulate manpower training and development strategies for the entire financial services sector.

2.2 Starting from 2021, the manpower survey of the accountancy sector is conducted every four years, followed by two periodic manpower updates through focus group and desk research to better reflect the changing trends of the technical manpower situation. The manpower in the report refers to those who are expected to apply the industrial knowledge and technical skills required to complete the work assigned.

2.3 Manpower data of this survey was collected from January to March 2021, with the reference date on 2 January 2021. This report presents the survey findings and analysis of the latest manpower situation of the accountancy sector and proposes recommendations on manpower development to different stakeholders of the sector, including employers, employees, and training providers.

Objectives

2.4 The objectives of the manpower survey conducted for the accountancy sector are:

- (a) To collect up-to-date manpower information by principal job by level by branch in the sector.
- (b) To assess the sector's technical manpower situation.
- (c) To forecast training requirements in the near future.
- (d) To recommend to VTC and relevant stakeholders the development of training strategies to meet the needs.

Survey Coverage

2.5 The survey adopted the stratified random sampling method for selecting companies to participate in the survey. A total of 1 548 establishments were selected from 40 241 establishments of the accountancy sector recorded on the central registrar of the Census and Statistics Department (C&SD) for this survey. The branches of the accountancy sector covered in the survey are shown as follows:

- (a) Accountancy firms
- (b) Government departments, non-governmental organisations, and statutory bodies
- (c) Commercial and services establishments
- (d) Industrial establishments

3. Methodology

Sample Design

3.1 Based on the Hong Kong Standard Industrial Classification list from C&SD, the Training Board of VTC designed the sampling plan and selected 1 548 sampled establishments by adopting the stratified random sampling method. The detailed sampling plan is shown in *Appendix 10*.

Questionnaire Design

3.2 The questionnaire designed for the survey comprised two parts. Part I collected quantitative manpower information by job level and principal job, and Part II collected supplementary information related to the manpower situation. The list of principal jobs was defined by the Training Board with detailed job descriptions given for each job, and was classified in six job levels as follows:

- (a) Partner/Principal/Director/Chief Financial Officer
- (b) Senior Manager/Financial Controller
- (c) Manager
- (d) Supervisor/Senior
- (e) Clerk/Associate
- (f) Trainer/Teacher

3.3 While job titles adopted by establishments might vary with the descriptions of principal jobs, respondents were required to provide manpower information corresponding to job descriptions and skill levels of principal jobs. The definition of terms and survey documents including a sample questionnaire, explanatory notes and job descriptions for principal jobs are given in *Appendices 4 and 5*.

Data Collection

3.4 Data collection was carried out between January and March 2021. A pack of survey documents was given to each sampled establishment. Respondents of sampled establishments were asked to provide manpower information of their establishments at the time of the survey with the reference date on 2 January 2021. During the fieldwork period, enumerators assisted the respondents in completing the questionnaire through phone calls or on-site visits.

3.5 Various measures were taken to assure the quality of the data collection process. These included fieldwork preparation, thorough training of fieldwork staff, monitoring of the fieldwork execution, measures to increase the response rate, checking of the completed questionnaires, double data entry, and validation of the collected data. The list of quality control measures is shown in *Appendix 6*.

Data Analysis

3.6 Among 1 070 valid sampled establishments, 1 023 were successfully enumerated, giving an effective response rate of 95.6%.³ Taking into account the (a) satisfactory response rate of individual branches, (b) satisfactory response rate from a majority of prominent and sizeable establishments, and (c) grossing-up of sample results based on the statistically-grounded method, it could be concluded that the survey findings presented in this report contributed to a significant level of representativeness of the sector. The response rate achieved for individual branch was also adequate to produce meaningful breakdown by branch. The response profile is shown in *Appendix 7*.

Manpower Projection Methodology

3.7 The Training Board adopted the approach of statistical modelling for projecting the manpower demand of the accountancy sector for the period from 2022 to 2025. The statistical model was built by considering relevant economic indicators which reflect important changes in the local economy, demography, and labour market. Details of the projection methodology are provided in *Appendix 8*.

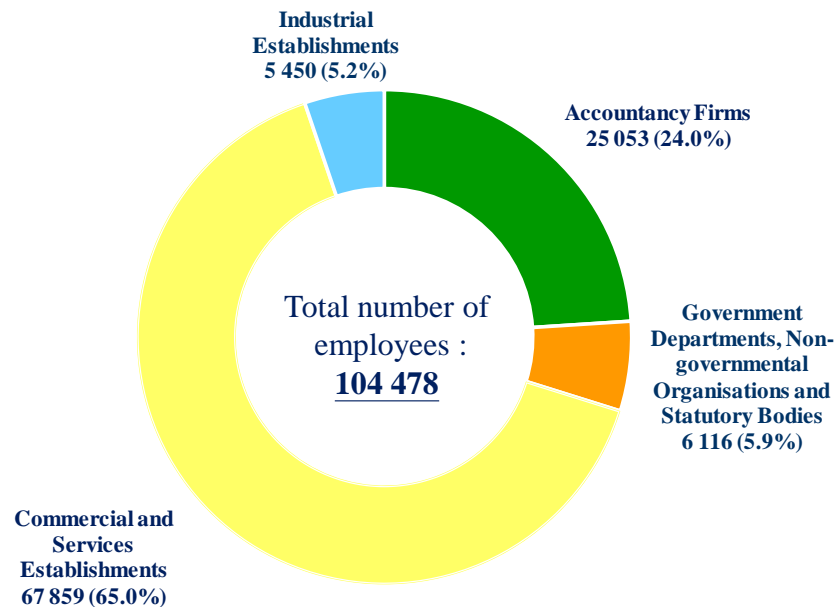
³ Sampled establishments with suspended operation, change of industry, and nil reply to the survey were considered as invalid.

4. Survey Findings

Number of Employees

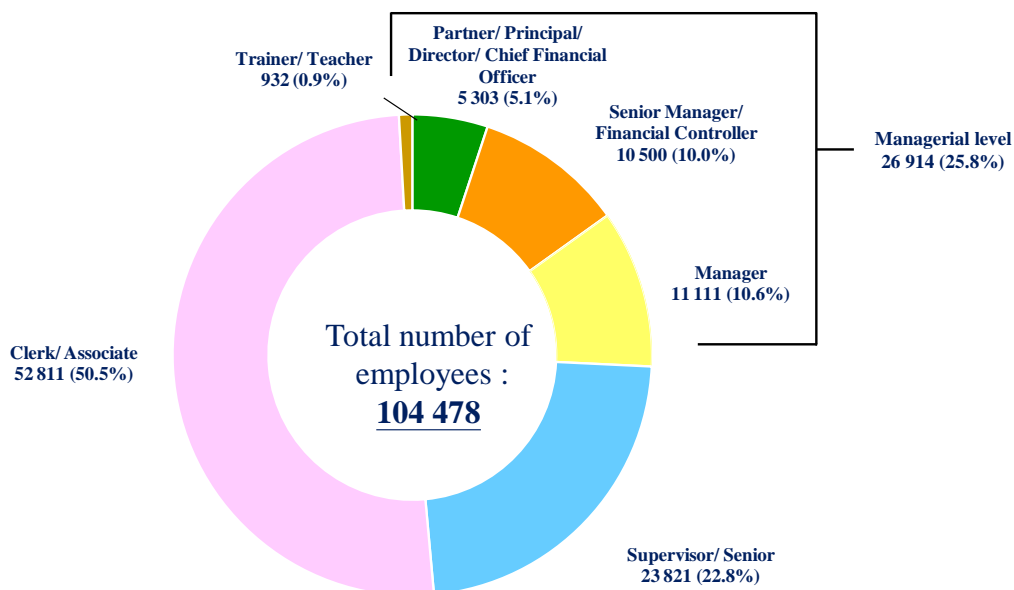
4.1 As of 2 January 2021 (i.e. the reference date of the survey), there were 104 478 persons employed in the accountancy sector, with 67 859 accounting personnel working in commercial and services establishments. It had the largest percentage of accounting employees (65%) among the four branches. Accountancy firms employed 25 053 (24%) of the accounting personnel which was the second largest among the four branches. With regard to the manpower distribution by job level, 25.8% were engaged at the managerial level, 22.8% were employed as supervisors/seniors and 50.5% were clerks/associates as shown in Figures 4.1a and 4.1b.

Figure 4.1a Employees by Branch



Note: Total percentage may not equal 100% due to rounding.

Figure 4.1b Employees by Job Level

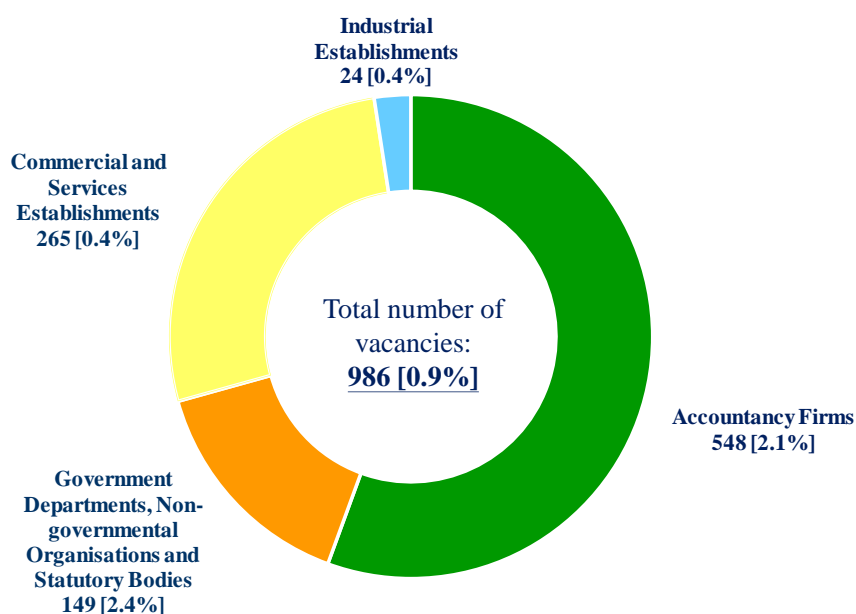


Note: Total percentage may not equal 100% due to rounding.

Number of Vacancies

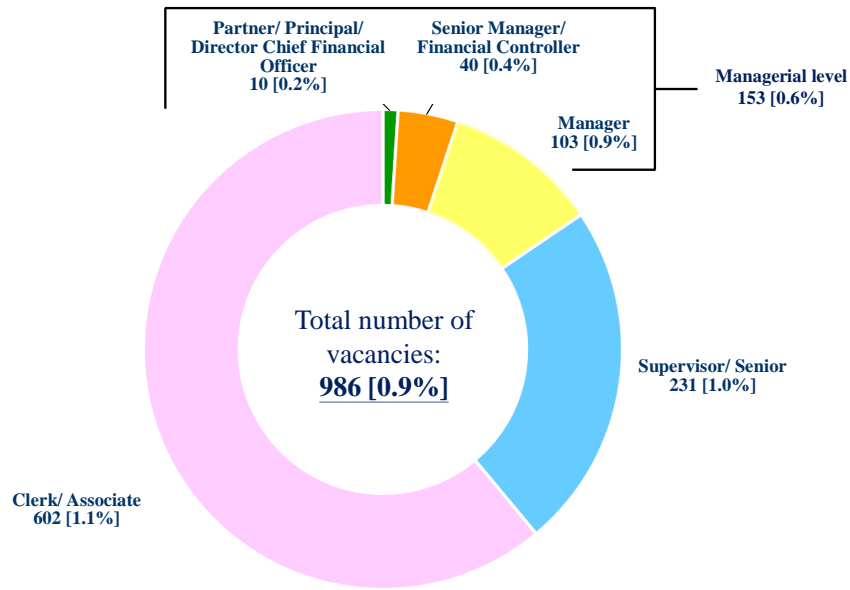
4.2 At the time of survey, there were 986 vacancies, representing a vacancy rate of 0.9% of the total number of employees and vacancies of the sector. Most of the vacancies were found in accountancy firms (548), and were concentrated on clerks/associates (602) as shown in Figures 4.2a and 4.2b.

Figure 4.2a Vacancies by Branch



Note: Figures in [] brackets indicate the **Vacancy rate** (for a particular branch) = $\frac{\text{No. of vacancies}}{\text{No. of posts (No. of employees + No. of vacancies)}}$

Figure 4.2b Vacancies by Job Level



Note: Figures in [] brackets indicate the *Vacancy rate* (for a particular job level) = $\frac{\text{No. of vacancies}}{\text{No. of posts (No. of employees + No. of vacancies)}}$

Employers’ Forecasted Manpower Demand

4.3 Employers were asked to forecast their manpower. The forecasted manpower in January 2022 was 105 483, representing a mere increase of 19 persons (0.02%) when compared with the existing manpower of 105 464 in January 2021.

Table 4.1 Employers’ Forecasted Manpower Demand for 2022

No. of Employees (a)	No. of Vacancies (b)	Total No. of Employees (c = a + b)	Forecasted No. of Employees as of January 2022 (d)	Forecasted No. of Increase/Decrease in Manpower in 2022 (e = d – c)	Percentage Change
104 478	986	105 464	105 483	19	0.02%

Average Monthly Income

4.4 The average monthly income was centralised to the range of \$10,001-\$20,000 for employees at clerks/associates, which covered the income range of the majority (78%) of employees at that level. The average monthly income was increased and centralised to \$20,001-\$30,000 and \$30,001-\$40,000 for supervisors/seniors while over 60% of trainers/teachers and employees at managerial level were in the salary range of \$30,001-\$40,000 and \$40,001-\$60,000. The distribution is shown in Table 4.2.

Table 4.2 Average Monthly Income of Full-time Employees in the Accountancy Sector by Job Level

Job Level		Average Monthly Income						
		\$10,000 or below	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 or above
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	0%	0%	0%	8.8%	22.5%	29.4%	39.2%
	Senior Manager/ Financial Controller	0%	0%	0%	54.1%	14.1%	10%	21.7%
	Manager	0%	0%	0.4%	44.6%	25.2%	22.7%	7.1%
	Sub-total	0%	0%	0.2%	42.1%	20.2%	18.7%	18.8%
Supervisor/ Senior		0.2%	6.2%	44.8%	41.3%	7.3%	0.2%	0%
Clerk/ Associate		0%	78%	21.6%	0.4%	0%	0%	0%
Trainer/ Teacher		0%	1.8%	0.9%	47.7%	20.1%	10.6%	19%
Total		0.1%	41.7%	21.2%	20.5%	6.9%	4.8%	4.9%

Note: As a percentage of total number of employees by the corresponding job level. The sum of percentages may not equal 100% due to rounding.

Preferred Education Level

4.5 Employers were asked to indicate the preferred education level for their staff members and a higher level of education was generally preferred for staff at higher job level. The preferred education level increased with the job level. A first degree or above was preferred for employees at managerial level and trainers/teachers while a first degree and diploma/certificate were preferred for supervisors/seniors, and diploma/certificate and secondary 4 to 7 for clerks/associates. The distribution is shown in Table 4.3.

Table 4.3 Preferred Level of Education by Job Level

Job Level		Preferred Education Level					
		Postgraduate Degree	First Degree	Sub-degree	Diploma/ Certificate	Secondary 4 to 7	Secondary 3 or below
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	12.7%	87.3%	0%	0%	0%	0%
	Senior Manager/ Financial Controller	2.9%	97%	0.1%	0%	0%	0%
	Manager	0.8%	89%	10.2%	0%	0%	0%
	Sub-total	3.9%	91.9%	4.2%	0%	0%	0%
Supervisor/ Senior		0%	42.1%	18.1%	29.9%	9.9%	0%
Clerk/ Associate		0%	11.1%	9.3%	36.9%	42.7%	0%
Trainer/ Teacher		7.3%	80.5%	12.1%	0%	0.1%	0%

Note: As a percentage of the total number of employees by the corresponding job level.

Professional Qualifications

4.6 General speaking, employers preferred their employees at managerial level to possess professional qualifications. As shown in Table 4.4, over 80% of employees at managerial level possessed professional qualifications such as qualified accountants, HKICPA (Practising), etc. Other than the managerial level, over half of employees were not required to possess professional qualifications.

Table 4.4 Professional Qualifications Required for Full-time Employees by Job Level

Job Level		Professional Qualifications Required			
		HKICPA (Practising)	Qualified Accountant	Accounting Technician	Not required
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	75.2%	22.4%	0%	2.4%
	Senior Manager/ Financial Controller	13.2%	78.9%	4.8%	3.1%
	Manager	14.5%	56%	10.5%	19%
	Sub-total	25.8%	58.6%	6.2%	9.4%
Supervisor/ Senior		3.8%	10%	20.9%	65.3%
Clerk/ Associate		0%	6.2%	8.3%	85.5%
Trainer/ Teacher		10.3%	21%	12.3%	56.4%

Note: As a percentage of the total number of employees by the corresponding job level.

Preferred Years of Relevant Experience

4.7 Respondents generally preferred their staff at managerial level to have at least 6 but less than 10 years of experience. The preferred years of relevant experience for supervisors/seniors and trainers/teachers were 3 to less than 6 years of experience while clerks/associates were preferred to have less than 3 years of experience. The distribution is shown in Table 4.5.

Table 4.5 Preferred Years of Relevant Experience by Job Level

Job Level		Preferred Years of Relevant Experience			
		Less than 3 years	3 years to less than 6 years	6 years to less than 10 years	10 years or more
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	0%	0.6%	17.4%	82%
	Senior Manager/ Financial Controller	0%	4.8%	71.3%	23.9%
	Manager	0.1%	34.7%	62.2%	3%
	Sub-total	0%	16%	57.2%	26.8%
Supervisor/ Senior		17.8%	56.1%	25.9%	0.2%
Clerk/ Associate		62.8%	35.7%	1.4%	0%
Trainer/ Teacher		9.6%	53%	34.3%	3.1%

Note: The sum of percentages may not equal 100% due to rounding.

Employees Left and Recruited in the Past 12 Months

Employees Left

4.8 A total of 6 950 employees left or a turnover rate of 6.6% was recorded in the past 12 months. Among various job levels, clerks/associates recorded the highest number of employees left (3 814) in the past 12 months whereas managers registered the highest turnover rate (8.5%).

Table 4.6 Employees Left in the Past 12 Months and Turnover Rate by Job Level

Job Level		Number of Employees Left	Turnover Rate*
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	65	1.2%
	Senior Manager/ Financial Controller	297	2.8%
	Manager	957	8.5%
	<i>Sub-total</i>	<i>1 319</i>	<i>4.9%</i>
Supervisor/ Senior		1 758	7.3%
Clerk/ Associate		3 814	7.1%
Trainer/ Teacher		59	6.3%
Total		6 950	6.6%

Note: * Turnover rate = No. of employees left in the past 12 months / No. of posts at that particular job level (No. of employees + No. of vacancies)

4.9 Over half of supervisors/seniors, clerks/associates, and trainers/teachers had worked for less than 3 years before leaving. For employees at managerial level, 35.6% had worked for 1 year to less than 3 years while 34.1% had worked for at least 5 but less than 10 years before leaving. The distribution is shown in Table 4.7.

Table 4.7 Years of Service of Employees Before Leaving their Companies by Job Level

Job Level	Years of Service of Employees Before Leaving					
	Less than 1 year	1 year to less than 3 years	3 years to less than 5 years	5 years to less than 10 years	10 years or above	
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	4.6%	21.5%	24.6%	13.8%	35.4%
	Senior Manager/ Financial Controller	8.8%	24.6%	11.1%	26.3%	29.3%
	Manager	6.8%	40%	11.2%	37.9%	4.1%
	<i>Sub-total</i>	<i>7.1%</i>	<i>35.6%</i>	<i>11.8%</i>	<i>34.1%</i>	<i>11.3%</i>
Supervisor/ Senior		12.4%	46.8%	31.7%	5.3%	3.8%
Clerk/ Associate		30.5%	54%	11.2%	2%	2.2%
Trainer/ Teacher		64.4%	11.9%	5.1%	11.9%	6.8%

Note: As a percentage of total number of employees left in the past 12 months. Total percentage may not equal 100% due to rounding.

Employees Recruited

4.10 Of 6 812 new employees recruited in the past 12 months, most of the new recruits were clerks/associates (4 569). In general, most of the new staff (80.9%) were recruited from an accounting position of another company. Details are shown in Table 4.8.

Table 4.8 Staff Recruited in the Past 12 Months by Job Level

Job Level		From an Accounting Position of Another Company	Total Number of New Recruits
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	43 (82.7%)	52
	Senior Manager/ Financial Controller	140 (82.8%)	169
	Manager	737 (92%)	801
	<i>Sub-total</i>	920 (90%)	1 022
Supervisor/ Senior		1 037 (91.7%)	1 131
Clerk/ Associate		3 490 (76.4%)	4 569
Trainer/ Teacher		63 (70%)	90
Overall		5 510 (80.9%)	6 812

Note: () As a percentage of the total no. of new recruits by the corresponding job level.

4.11 Most of the new employees (60.9%) at the managerial level were qualified accountants. The corresponding proportion was much smaller for employees at other job levels, with the percentage ranges from 5.3% to 25.6% as shown in Table 4.9 below.

Table 4.9 Recruits of Qualified Accountants by Job Level

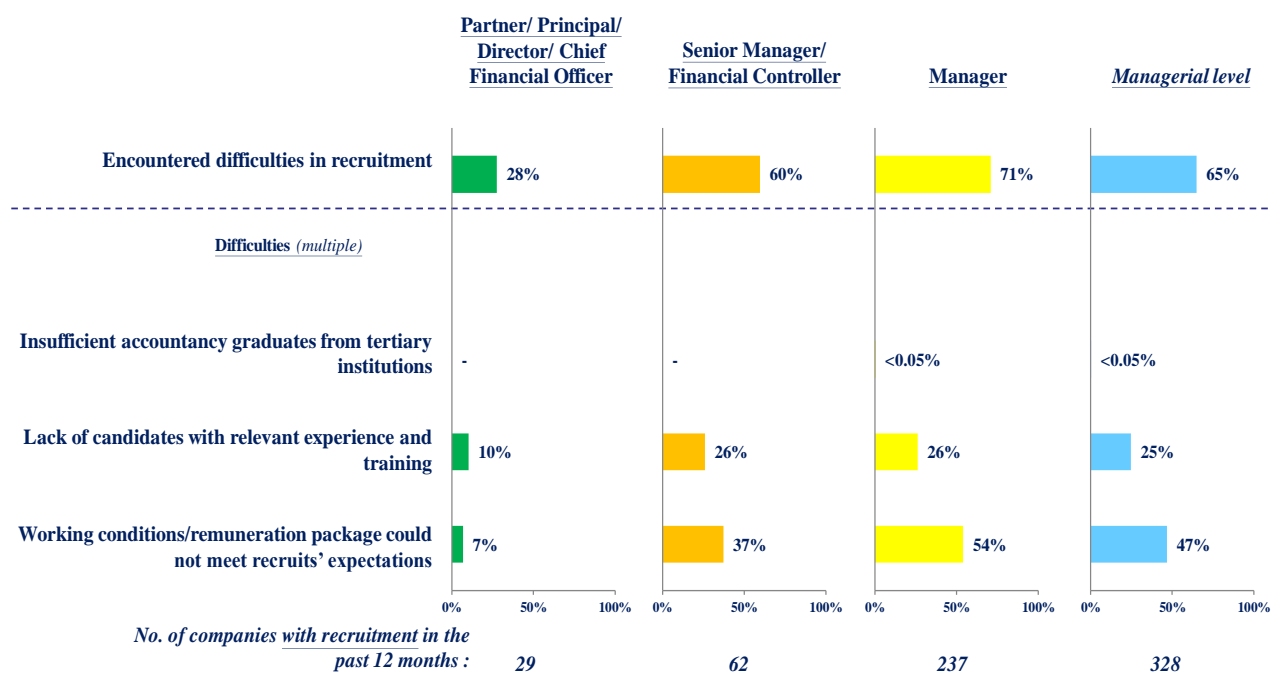
Job Level		As Qualified Accountants	Total Number of New Recruits
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	36 (69.2%)	52
	Senior Manager/ Financial Controller	122 (72.2%)	169
	Manager	464 (57.9%)	801
	<i>Sub-total</i>	622 (60.9%)	1 022
Supervisor/ Senior		270 (23.9%)	1 131
Clerk/ Associate		244 (5.3%)	4 569
Trainer/ Teacher		23 (25.6%)	90
Overall		1 159 (17%)	6 812

Note: () As a percentage of the total no. of new recruits by the corresponding job level.

Recruitment Difficulties

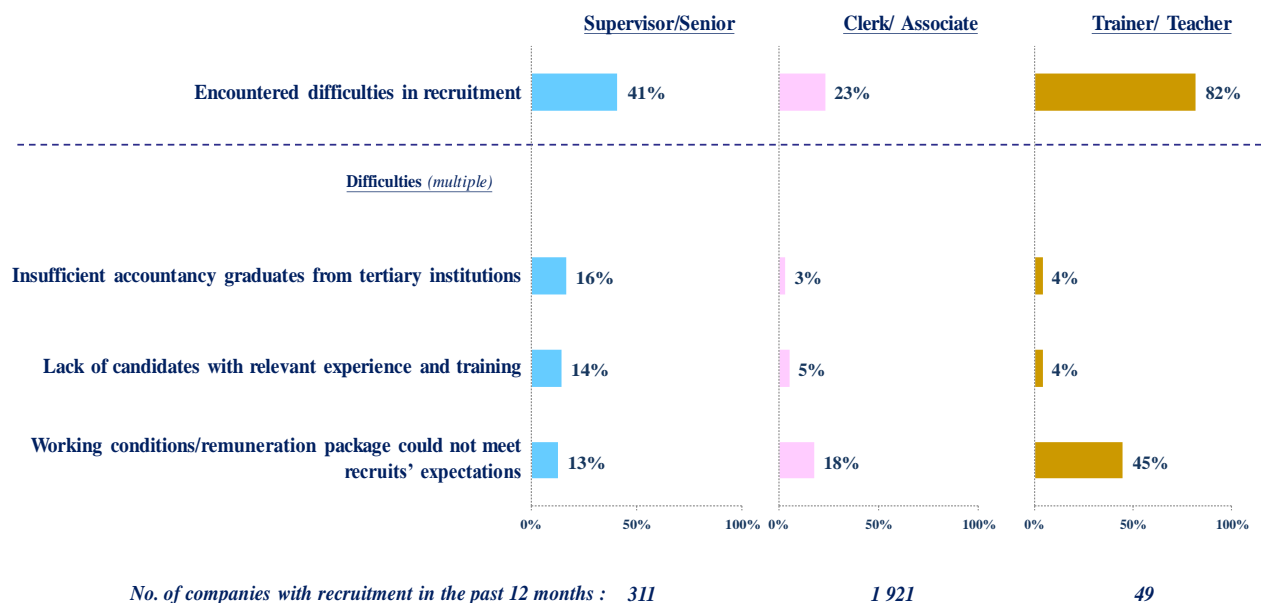
4.12 A small number of companies engaged in recruitment exercises in the past 12 months. Among those companies engaged in recruitment exercises, over 60% reported that they had encountered difficulties in recruiting employees at managerial level and trainers / teachers. The difficulties encountered were mainly “working conditions / remuneration package could not meet recruits’ expectation” and “candidates lacked the relevant experience and training”. In this respect, employers might consider improving the working conditions / remuneration package for managers and trainers/teachers so as to retain staff and attract new entrants to the accountancy sector. Relatively fewer companies reported that they had encountered difficulties in recruiting supervisors / seniors (41%) and clerks / associates (23%). Details are shown in Figures 4.3a and 4.3b.

Figure 4.3a Difficulties Encountered in Recruitment in the Past 12 Months



*Note: Percentages of difficulties in recruitment are calculated on the basis of companies having recruitment at a particular job level
Respondents are allowed to select more than one difficulty*

Figure 4.3b Difficulties Encountered in Recruitment in the Past 12 Months (Cont'd)



Note: Percentages of difficulties in recruitment are calculated on the basis of companies having recruitment at a particular job level. Respondents are allowed to select more than one difficulty.

Operations in Mainland China

4.13 At the time of survey, only 17.9% (4 815) of companies had operations in Mainland China. Among those companies, employers might arrange their staff to station in and/ or travel to Mainland China for business operations. For those companies with staff travelling to Mainland China, 26.8% arranged managers and 19% arranged supervisors/seniors to do so. In addition, 9.8% of those companies with staff stationed in Mainland China (i.e. stayed for over 50% of the working time) would arrange supervisors/seniors to station. Details are shown in Table 4.10.

Figure 4.4 Operations in Mainland China

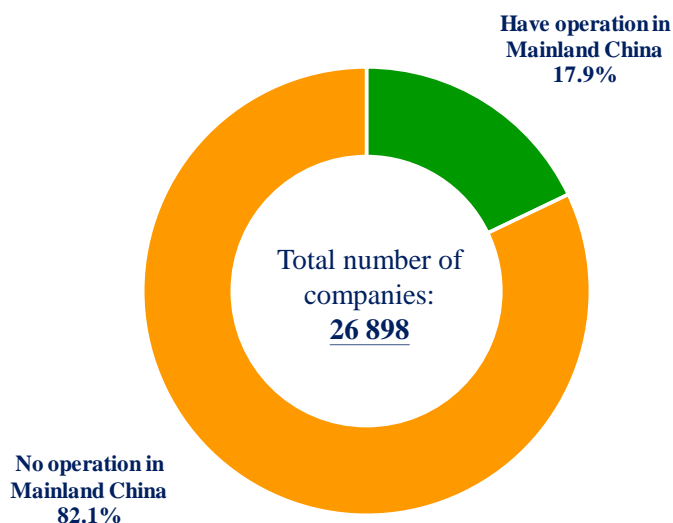


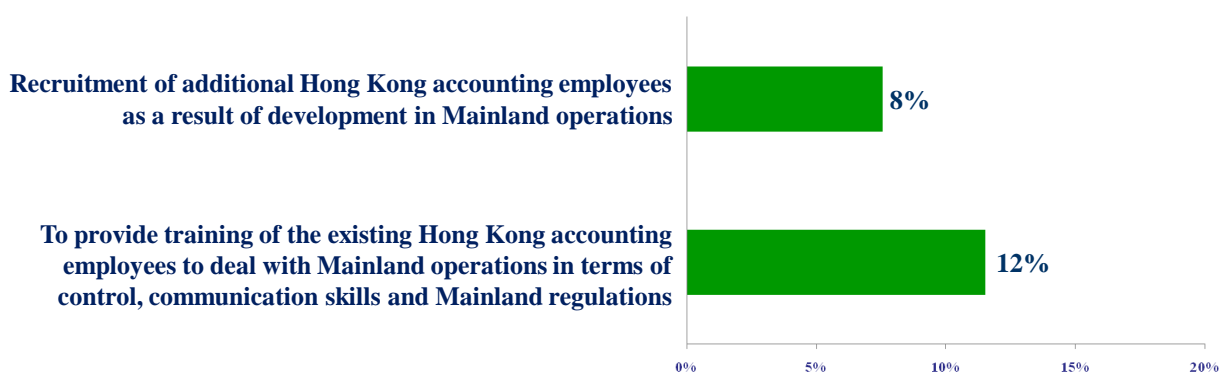
Table 4.10 Employees Stationed in or Travelling to Mainland China

Job Level		Stationed# in Mainland China	Travelling to Mainland China	No. of Companies Having Operation in Mainland China and with Such Level of Staff
Managerial Level	Partner/ Principal/ Director/ Chief Financial Officer	0%	5.4%	521
	Senior Manager/ Financial Controller	0.8%	5.7%	1 064
	Manager	0.4%	26.8%	1 666
	Sub-total	0.5%	16.5%	3 251
Supervisor/ Senior		9.8%	19%	2 284
Clerk/ Associate		< 0.05%	0.8%	3 766
Trainer/ Teacher		0%	8.3%	12

Note: As a percentage of the total number of companies having operations in Mainland China and with such level of staff # Employees who stayed in Mainland China for 50% or above of the working time are classified under “Stationed in Mainland China”.

4.14 Among those companies with operations in Mainland China, 8% had recruitment of additional Hong Kong accounting employees as a result of the development in Mainland operations and 12% provided training to existing Hong Kong accounting employees to deal with Mainland operations in terms of control, communication skills, and Mainland regulations as shown in Figure 4.5.

Figure 4.5 Arrangement to Deal with Mainland Operations



No. of companies with Mainland Operations: 4 815

Note: As a percentage of total no. of companies having operations in Mainland China Company may choose one or more options

Moving Out and Outsourcing of Accounting Functions

4.15 Employers were asked whether the accounting-related functions of their establishments had been moved out of Hong Kong or outsourced to another company in the past 12 months. Less than 3% (ranging from 0.6% to 2.5%) of companies in various branches had accounting-related functions outsourced to another company while less than 0.1% had accounting-related functions moved out of Hong Kong in the past 12 months.

Table 4.11 Moving out and Outsourcing of Accounting Functions

Branch	Percentage of Companies with Accounting Functions	
	Moved out of Hong Kong	Outsourced to Another Company
Accountancy Firms	< 0.1%	0.6%
Government Departments, Non-governmental Organisations and Statutory Bodies	0%	2.5%
Commercial and Services Establishments	< 0.1%	1.6%
Industrial Establishments	< 0.1%	2.3%

Note: As a percentage of the total no. of companies. Companies may have both arrangements.

Major Training Needs

4.16 Employers were asked to give ideas on the training areas/ topics required to deal with the emerging trend and development of the accountancy sector. In view of the fact that most of the employees at managerial level possessed professional qualifications (e.g. HKICPA (Practising) and qualified accountants), managers would focus on training related to management knowledge. On the other hand, training needs of other job levels (including supervisors/seniors, clerks/associates, and trainers/teachers) would concentrate on upgrading job-related knowledge. The top five areas of training required for employees by job level are shown in Table 4.12.

Table 4.12 Top Five Training Topics for Employees by Job Level

Partner/ Principal/ Director/ Chief Financial Officer	Senior Manager/ Financial Controller	Manager	Supervisor/ Senior	Clerk/ Associate	Trainer/ Teacher
Problem Solving & Decision Making (15%)	Strategic Management (8.6%)	Principles & Practice of Management (15.7%)	Financial Accounting (32.4%)	Financial Accounting (18.3%)	Financial Accounting (30.7%)
Principles & Practice of Management (12.8%)	Problem Solving & Decision Making (7.9%)	Financial Accounting (15.2%)	Financial Management (10.7%)	Information Systems Application Skills (6.7%)	Presentation Skills (16.1%)
Financial Accounting (9.8%)	Principles & Practice of Management (7.9%)	Problem Solving & Decision Making (8.4%)	Cost and Management Accounting (10.3%)	Cost and Management Accounting (6.4%)	Cost and Management Accounting (13%)
Strategic Management (6.8%)	Financial Accounting (7.1%)	Human Resources Management (7.1%)	Updates on Accounting Standards (6.8%)	Updates on Accounting Standards (6%)	Financial Management (11.1%)
Risk Management (6.5%)	Marketing Management (6.5%)	Leadership (6.7%)	Risk Management (5%)	Cross-exposure to Other Accounting Functions (4.8%)	Auditing (7%)

Note: Percentages are calculated on the basis of the total number of companies with such level of staff. Respondents may choose up to five options for each job level.

Incentives to Encourage Employers to Provide Training to Employees

4.17 In the survey, employers were requested to suggest means to encourage establishments to provide training to their employees. In general, “provision of subsidy to employers” and “government loan/grant to employers” were commonly considered by employers of accounting firms, commercial and services establishments, and industrial establishments to be effective incentives to provide training to employees, with percentages ranging from 47.2% to 59.4% and 38.9% to 53.1% respectively. On the other hand, a relatively large proportion of government departments, non-governmental organisations and statutory bodies rated “reimbursement of course fees to employers” (82.5%) and “provision of subsidy to employers” (75%) as means to facilitate the provision of training to their employees. The distribution is shown in Table 4.13.

Table 4.13 Incentives to Encourage Employers to Provide Training to Employees by Branch

Incentive	Accountancy Firm	Government Department, Non-governmental Organisation and Statutory Body	Commercial and Services Establishment	Industrial Establishment
Reimbursement of course fees to employers	32.1%	82.5%	38.8%	32%
Provision of subsidy to employers	47.2%	75%	51.1%	59.4%
Government loan/grant to employers	53.1%	52.5%	38.9%	40.9%
Others	< 0.05%	0%	0%	0.7%
No incentives	3.6%	0%	2.4%	6.1%
Total No. of Companies	2 698	40	22 001	2 159

Note: Respondents may choose one or more options.

Statistical Tables

4.18 Detailed manpower statistics of the accountancy sector are tabulated in *Appendix 9*.

5. Manpower Analysis

Manpower Changes between 2017 and 2021

Changes in the Number of Establishments

5.1 As of 2 January 2021 (i.e. the reference date of the survey), there were 26 898 establishments in the accountancy sector, representing a notable increase of 2 447 (10%) when compared with 24 451 establishments in 2017.

Table 5.1 Changes in the Number of Establishments between 2017 and 2021 by Branch

Branch	No. of Establishments		
	2017	2021	Difference
Accountancy Firms	2 491	2 698	+207
Government Departments, Non-governmental Organisations and Statutory Bodies	40	40	0
Commercial and Services Establishments	19 574	22 001	+2 427
Industrial Establishments	2 346	2 159	-187
Total	24 451	26 898	+2 447

Changes in the Number of Employees

5.2 The overall manpower of the accountancy sector showed a mere increase (+231, +0.2%) from 2017 to 2021.

5.3 When analysing the findings by branch, the manpower in accounting firms exhibited a noticeable growth (+1 787, +7.7%). However, such an increase was cancelled out by the manpower decrease in commercial and services establishments (-1 741, -2.5%). By analysing the results by job level, there was a manpower increase at the managerial level. The number of employees at the level of senior manager/financial controller was decreased by 1 568 (-13%) while that at manager level was increased by 1 500 (+15.6%). Employees engaged at senior manager/ financial controller level might have shifted to staff working at manager level. This might reflect the fact that positions or job duties of senior manager/ financial controller were gradually replaced by managers. Details are shown in Figures 5.1a and 5.1b.

Figure 5.1a Changes in the Number of Employees over 2017 by Branch

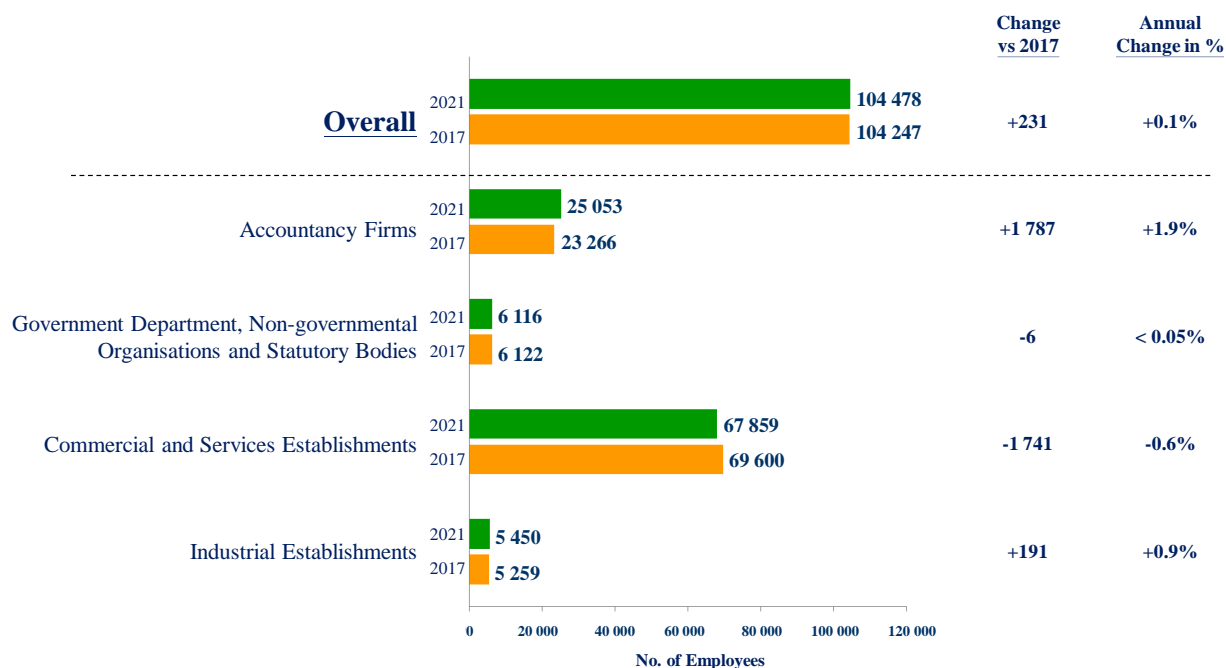
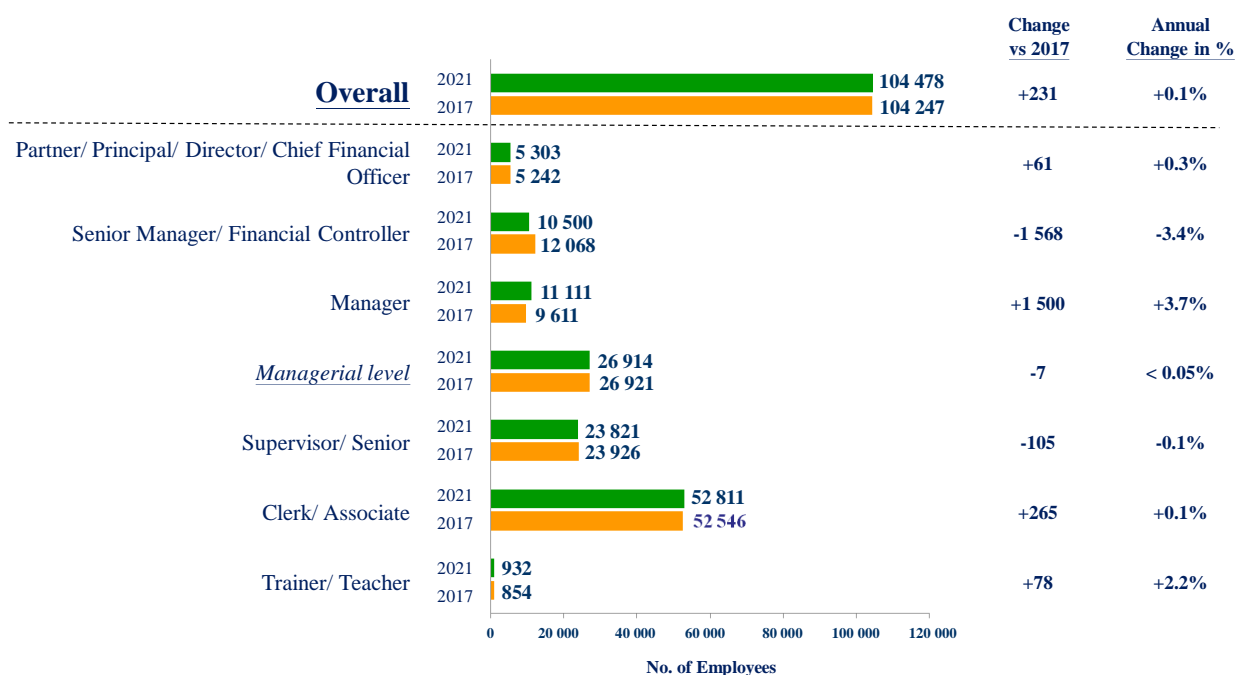


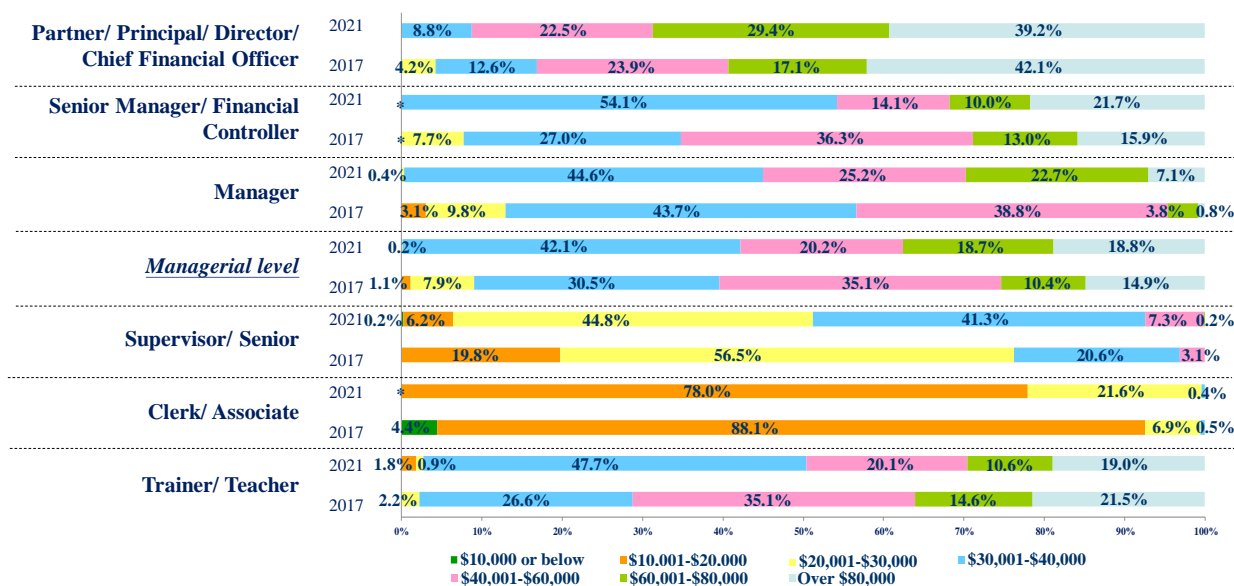
Figure 5.1b Changes in the Number of Employees over 2017 by Job Level



Changes in Average Monthly Income

5.4 The average monthly income of employees generally shifted to higher income ranges for most job levels in 2021 when compared with those of 2017. The percentage of employees at managerial level who had an average monthly income of more than \$60,000 was increased from 25.3% to 37.5%. At the same time, more supervisors/seniors had an average monthly income of more than \$30,000, an increase from 23.7% to 48.8%. Details are shown in Figure 5.2.

Figure 5.2 Average Monthly Income of Full-time Employees by Job Level



Business Outlook

5.5 The 2021 Manpower Survey Report was compiled with the aim of furnishing users with information on the manpower situation and training needs of personnel in the accountancy sector. Readers of this report are advised to take note that after the fieldwork of the survey with the reference date on 2 January 2021, changes in the external environment like the plan for further developing Shenzhen-Hong Kong cooperation zone, disbursement of electronic consumption vouchers, consecutive months of decline in unemployment rate, continuously evolving COVID-19 pandemic, expectation for the reopening of boundary crossing, etc. might have different effects on the projected manpower supply and demand situation in the accountancy sector. Users are advised to be cautious when quoting the survey findings as reference materials.

A Professional Sector that Grows and Evolves Sturdily

5.6 Although many industries are badly hit by one of the most serious health crises in the history, the performance of the accountancy sector is relatively steady. This professional sector continues to grow and evolve sturdily. The U.S. News & World Report⁴ ranks accountant 13th in its list of Best Business Jobs for 2021, citing its competitive salary and strong job security, among other issues. A recent study⁵ also shows that the global accounting services market is expected to grow from US\$544.06 billion in 2020 to US\$573.29 billion in 2021 at a compound annual growth rate (CAGR) of 5.4%. The growth is mainly due to the fact that companies are rearranging their operations and recovering from the pandemic impact, which had earlier led to restrictive containment measures involving remote working, social distancing, and the closure of commercial activities that resulted in operational challenges. The market is expected to reach US\$735.94 billion in 2025 at a CAGR of 6%. As per the Bureau of Labor Statistics of the US⁶, on the other hand, the occupation outlook for accounting practitioners is quite stable and the employment is projected to grow 4% from 2019 to 2029, which is about as fast as the average for all occupations in the US. In Hong Kong, accounting, auditing, book-keeping and tax consultancy services exports amounted to US\$269 million in 2019, up 1.2% from 2018. According to the research done by the Hong Kong Trade Development Council⁷, the Mainland is the largest export market for accounting services of Hong Kong. Export services include statutory audit services, investment-related advisory services (e.g. due diligence), tax advisory, corporate advisory services, etc.

⁴ U.S. News & World Report, “Best Business Jobs in 2021”,
<https://money.usnews.com/careers/best-jobs/accountant>

⁵ The Business Research Company, “Accounting Services Global Market Report 2021: COVID-19 Impact and Recovery to 2030”

⁶ U.S. Bureau of Labor Statistics, Employment Projections Program,
<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm>

⁷ Hong Kong Trade Development Council, “Accountancy Industry in Hong Kong”,
<https://research.hktdc.com/en/article/MzExMzM0OTcw>

Table 5.2 Statistics—Hong Kong Accounting Business

Accounting, Auditing and Book-keeping	Year 2019
Export of accounting, auditing, book-keeping and tax consultancy services (US\$ million)	269
Contribution to total services exports (%)	0.26

Source: Hong Kong Trade in Services Statistics, Census & Statistics Department

China-US Tension

5.7 Because of China-US tension, more US-listed Mainland enterprises are expected to gravitate to secondary listings in Hong Kong in the future. For those enterprises which have already listed in the US, a secondary listing in Hong Kong is able to provide them with an option in the event that they are delisted in the US. The Mainland has stepped up the supervision of overseas-listed firms due to cybersecurity reviews in order to prevent the leaking of sensitive data to foreign nations as the US passed legislation that would require Mainland enterprises listed in the US to allow the US Public Company Accounting Oversight Board to check their auditors' work, or delist from US exchanges. It is expected that for Chinese companies, unicorn companies in particular, which are thinking about getting public listings and financing, there may be stricter scrutiny on companies seeking offshore listing by the Chinese authorities, especially those heading to the US. This is beneficial to the Stock Exchange of Hong Kong and local accounting sector as these enterprises will require relevant audit services, corporate finance services, etc.

A More Analytical Role as a result of Emerging Technologies

5.8 The advancement in technology is impacting virtually all industries. New technologies are taking the accounting sector to new levels. Accounting practitioners nowadays have to be tech-savvy and comfortable using different platforms to interact with clients. Cloud computing, blockchain, artificial intelligence, robotics, etc. are part of their daily lives. For example, artificial intelligence and robotics are automating repetitive and complex tasks and processes with extreme accuracy and therefore reducing operating costs and increasing efficiency. These emerging technologies support the transitional role of accounting personnel into a more analytical role. Cloud computing, on the other hand, provides shared processing resources and data to computers and other devices on demand. This in turn allows personnel to perform accounting tasks from any location and the ability to deliver financial data and reports through the cloud. This has opened up a new way for practitioners to work with their clients, especially in the midst of the pandemic. Active communication with overseas, regional, and local businesses is important to ensure engagement, quality and execution while addressing the needs of clients throughout the period of remote working and social distancing. In fact, the ability to work from virtually anywhere has torn down office walls, giving small firms and businesses access to worldwide clients and talent pools that previously were mainly available to large

corporations.

Upskilling and Reskilling

5.9 Technology helps speed up the tasks of accounting practitioners but it will also change the focus of their job. A research study from the World Economic Forum⁸ argues that accountants, in the capacity that they are serving right now, are decreasing in demand heading into 2025. The study also estimates that by 2025, 85 million jobs may be displaced by a shift in the division of labour between humans and machines, while 97 million new roles may emerge that are more adapted to the new division of labour between humans, machines, and algorithms. Accounting practitioners need to reskill and upskill themselves to evolve with the changing environment. In fact, clients are expecting accounting and tax professionals to serve as holistic advisers rather than just being transactional accountants. Practitioners are required to be skilled at analysing big data to identify trends and patterns. Familiarity with data mining and other data science techniques will be a competitive edge. While technical accounting and tax knowledge are becoming relatively less important than one or two decades ago, soft skills are critical in addition to technological competencies. As advisers to clients, problem-solving skill is essential. Clients rely on accounting professionals to provide them with advice in order to solve the problems that companies are facing. Communication skill is another indispensable soft skill as communication is one of the cornerstones of good customer service.

Emergence of New Business Models

5.10 The advancement in technology facilitates the emergence of new business models which in turn has an impact on the provision of professional services like accountancy. One of the emerging business models is marketplace platforms. A number of transportation network companies, for example, popularised the marketplace platform by connecting service providers and customers effortlessly and have their needs fulfilled. This new business model also appears in the accountancy sector. Some platforms provide online matching services connecting accounting practitioners and businesses. Another emerging business model is micro service offerings. For a business model that has successfully operated for quite some time, micro service offerings try to pull it apart to create more focused and higher-quality services. For the legal profession in the US, some firms are already unbundling their service offerings by providing micro services online. The very same model may also be applied to the accountancy sector. Obviously, this emerging business model may not appeal to clients who want to have a full service package with a total solution. However, it may appeal to a segment of the market and thus eroding

⁸ World Economic Forum, “The Future of Jobs Report 2020”,
http://www3.weforum.org/docs/WEF_Future_of_Jobs_2020.pdf

the market share of some conventional players.

A Desire for Work-Life Balance

5.11 Hong Kong is renowned for having some of the longest working hours worldwide. A report by an international recruitment agency⁹ has revealed that work-life balance is the primary reason why Hong Kong employees change jobs, followed by career development and financial rewards. The result clearly shows that there is a gradual shift in employee preferences that many practitioners are focusing on non-financial incentives when choosing a job. This somewhat reflects the fact that employees, particularly those who are millennials (born between 1980 and 1995) and Generation Z (born between 1996 and the early-mid 2000s), tend to value work-life balance and career progression higher than simply financial rewards.

⁹ Robert Half, “The 2018 Robert Half Salary Guide”,
<https://www.roberthalf.com.hk/press/its-about-more-just-money-hong-kong-workers-yearn-work-life-balance>

Manpower Projection and Annual Additional Manpower Requirements

Manpower Projection

5.12 By making reference to relevant economic indicators which reflect important changes in the local economy, demography and labour market, the manpower trend for 2022-2025 is shown in Table 5.3 below. Further details of the manpower projection methodology are shown in **Appendix 8**.

Table 5.3 Manpower Trend for 2022-2025

Year	Manpower Demand
2021	105 464
2022	107 682 (+2.10%)
2023	108 855 (+1.09%)
2024	110 103 (+1.15%)
2025	111 202 (+1%)

Note: Percentages in brackets refer to the percentage of annual change of manpower over the preceding year.

Annual Additional Manpower Requirements

5.13 By taking into consideration the (i) projected manpower trend and (ii) wastage rate of the sector (i.e. percentage of employees leaving the sector permanently on an annual basis), the estimated additional annual requirements from 2022 to 2025 are shown in Table 5.4 below.

Table 5.4 Estimated Annual Additional Manpower Requirements from 2022 to 2025

Job Level	Wastage Rate of the Sector	Additional Annual Manpower Requirements		
		Manpower Trend (a)	Industry Leavers (b)	Total (a) + (b)
Managerial	1.5%	368	417	785
Supervisor/Senior	3%	327	741	1 068
Clerk/Associate	0.6%	727	329	1 056
Trainer/Teacher	0%*	13	0	13

*Note: * The wastage rate was zero as the total number of new recruits exceeded total number of employees left.*

Demand for Accounting Personnel

5.14 In accordance with the estimated annual additional manpower requirements from 2022-2025 listed in Table 5.4, the accountancy sector requires additional employees to take up 785 managerial positions, 1 068 supervisor/ senior positions, 1 056 clerk/ associate positions, and 13 trainer/teacher positions. Regarding the analysis of preferred level of education of employees by job level as shown in Table 4.3 in paragraph 4.5, the accountancy sector requires 1 301 (722 + 450 + 118 + 11) persons who possess a first degree to take up positions of the above four job levels. In addition, the accountancy sector needs to recruit 1 038 (33 + 514 + 489 + 2) persons who possess sub-degree / diploma / certificate qualifications to take up positions of the above four job levels.

Table 5.5 Preferred Education Level of the Estimated Annual Additional Manpower of the Accountancy Sector

Education Level	No. of Employees Required in the Accountancy Sector
First Degree	1 301
Sub-Degree/ Diploma/ Certificate	1 038
Total	2 339

Supply of Accounting Personnel

5.15 Based on the information provided by UGC, VTC and course providers* running accounting and general business courses, the planned number of graduates in the accounting and general business is summed up in Table 5.6.

Table 5.6 Supply of Accounting and Business Related Graduates

Education Level	Estimated Number of Graduates in 2021/2022 [^]	Estimated Number of Graduates in 2022/2023 [^]
Degree	4 228	4 033
Sub-Degree/ Diploma/ Certificate	382 [#]	354 [#]

Note: * The Training Board wrote to local course providers requesting for their estimated number of degree, sub-degree/ diploma/ certificate graduates in 2021/2022 and 2022/2023. Around 30% of the course providers replied. The estimated number of graduates reported by these course providers has been included in the figures as shown in Table 5.6. Users of the survey findings should note that the data collected might not be comprehensive.

[^] The estimated number of graduates with a degree, sub-degree/ diploma/ certificate qualification related to accounting and general business.

[#] Readers should note that not all sub-degree/ diploma/ certificate graduates would enter the job market immediately after graduation. Quite a number of those graduates would opt for further study.

5.16 It is worthy to note that some local graduates of the accounting discipline who did not join the accountancy sector might work in other economic sectors in the community or pursue further studies. On the other hand, graduates from various disciplines are able to join the sector through the new Qualification Programme provided by the Hong Kong Institute of Certified Public Accountants which offers alternative pathways and greater flexibility for students with different education backgrounds to become accounting professionals.

6. Recommendations

6.1 The Training Board examined the survey findings and considered that they generally reflect the manpower situation of the sector at the time of the survey. The Training Board also considered that the survey had covered the major workforce of the sector. Taking into account the business outlook and survey findings, the Training Board had the following recommendations.

Digital Transformation

6.2 Change is the only constant in the business world. The digital transformation has an impact on different businesses and it is just a matter of degree. In the accountancy sector, digital transformation has changed the playing field radically. Not only do organisations rely on automation to reduce costs and improve efficiency, it also helps reduce human errors. Obviously, the transformation is not just about automation. It also includes the applications of cloud computing, blockchain, artificial intelligence, etc. In other words, accounting practitioners have to be tech-savvy and competent enough in using different tools and online platforms to communicate and serve clients. Practitioners are required to know how to leverage those new technologies. Some conventional practitioners, however, may worry that technologies may replace them. In fact, the worry is not worthwhile simply because the digital transformation is about adaption but not replacement. The projection by the U.S. Bureau of Labor Statistics mentioned previously in this report has suggested that the rapid advancement of technologies is not making accounting practitioners redundant but is giving new roles for them who require a new set of skills and competencies.

Roles are Changing

6.3 When tedious and time-consuming tasks like gathering and extracting data are expedited by the adoption of automation, accounting professionals will be freed to handle tasks requiring a high level of analytical skill, critical thinking, creativity, and ingenuity. These are the elements that artificial intelligence cannot reliably provide at the moment. Alongside the digital transformation, the accounting profession continues to evolve. Accounting practitioners will evolve by doing the same thing differently and doing different things. In doing the same thing, the profession will rely on technologies to enhance efficiency. On the other hand, practitioners are now expected to take up some new roles by doing different things. While running the books and ensuring compliance are still important duties of accountants, businesses may also seek advice from the profession on how to, say, integrate new technologies into their own operations, leading those

professionals to take on a new role by offering advisory services in a particular area. In addition, when there are more and more data at our disposal than ever before, businesses may think about making good use of them by relying on accountants to apply different tools like sensitivity analysis to model a range of possible outcomes. In this respect, the job of contemporary accountants is to help those businesses make good sense of the data so that the trends and patterns being identified will assist in generating more revenues. Future accountants will assume a more strategic and creative role in the business world. They will also play different roles by leveraging on their technical expertise as building blocks.

Competency Challenge

6.4 For front-line accounting practitioners, they should upskill themselves so that they will be able to grasp the opportunities brought forth by the potential influx of Mainland enterprises to go public in Hong Kong. Accounting practitioners are also required to embrace the rapid advancement in accounting technology if they want to remain competitive and relevant in the sector. What practitioners should be mindful of is to stay up-to-date with the accounting standard and reporting requirements like ESG reporting and trend in technology, optimise and adapt accounting software to meet the needs of clients, and be open to accepting and learning advancing technologies. While digital acumen is imperative, accounting practitioners should also possess soft skills like good business acumen, agility, adaptability, sound problem solving skills, data analytical skills, judgmental skills, presentation skills, etc. in order to enable them to provide professional judgement and advice to modern businesses. Equally important, integrity is the fundamental element of the accounting profession. Therefore, one must not forget about the importance of behavioural competence which includes integrity and the ethical use of data.

A Strike for Work-Life Balance

6.5 In a competitive business city like Hong Kong, work-life balance is a challenging issue to be dealt with. Employees, especially the millennials and Generation Z, are looking for better working conditions with more concerns for both physical and mental health. From the perspectives of employers, having a pool of staff with a healthy work-life balance is able to enhance productivity. With the availability of cloud computing and online video teleconferencing platforms, staff whose jobs can be done remotely should be offered the option of working from home for a certain number of days in a month if the situation permits. As long as those online tools are able to ensure there remains a connection to their job responsibilities, there is no need to stress the necessity of commuting to the office on a daily basis. The promotion of flexible work arrangements also helps staff achieve better work-life balance. Employees may have personal and family commitments occasionally. Certain staff may welcome the suggestion of starting and ending the workday a bit earlier or vice versa.

Membership of the Accountancy Training Board

Chairman

Mr Roy LO Wa-kei

Members

Mr Morison CHAN Chi-kong

Mr CHAN Yiu-bong

Mr Calvin CHAU

Ms CHEUNG Lai-wah

Ms Rosanna CHOI Yi-tak

Mr John HO Hon-ming

Mr George HO Kwok-wah, MH

Dr Angus HO Shu-keung

Dr Shirley KAN FU Mee-yuk

Ms KWAN Yin-lam

Dr Paul MAN Ho-yin

Mr Jerry TONG Tsz-kwan

Dr Danny WAN Tak-fai

Ms Alice WONG Nga-lai

Mr Edmund WONG Chun-sek

Mr Chris WONG Wai-lun

Mr Derrick YIP Siu-ming

Director of Accounting Services (or his representative)

Commissioner for Labour (or his representative)

Executive Director of the Vocational Training Council (or her representative)

Secretary

Mr William CHOW Wing-nin

Terms of Reference of the Accountancy Training Board

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council (the Council) the development of vocational and professional education and training (VPET) facilities to meet the assessed manpower demand.
4. To advise the Council on the strategic development and quality assurance of its programmes in the relevant disciplines.
5. To prescribe job specifications for the principal jobs in the industry defining the skills and knowledge and advise on relevant training programme specifying the time a trainee needs to spend on each skill element.
6. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
7. To advise on the conduct of skill competitions in key trades in the industry for the promotion of VPET as well as participation in international competitions.
8. To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of VPET in the industry.
9. To organise seminars/conferences/symposia on VPET for the industry.
10. To advise on the publicity relating to the activities of the Training Board and relevant VPET programmes of the Council.
11. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines
12. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

Membership of the Working Party on Manpower Survey

Convenor

Mr Roy LO Wa-kei

Members

Mr CHAN Yiu-bong

Mr Calvin CHAU

Dr Paul MAN Ho-yin

Mr Jonathan NG

Mr Jerry TONG Tsz-kwan

Dr Danny WAN Tak-fai

Ms Peggy CHAN Lai-kam

Dr CHAU Yat-kwong

Secretary

Mr William CHOW Wing-nin

Terms of reference of the Working Party on Manpower Survey

1. To design the survey questionnaire and documents in accordance with the needs of the accountancy sector
2. To examine the draft survey report prepared by the Secretariat
3. To advise on the training courses / programmes of the accountancy sector
4. To advise on the likely manpower growth of the accountancy sector for the next few years with reference to the past manpower data; and
5. To formulate recommendations on measures needed to ensure that the manpower supply is sufficient to meet the demand of the accountancy sector in the light of survey findings and the business outlook of the economy.

Definition of Terms

Average monthly income	The monthly income, including the basic wage, regular overtime pay, cost of living allowance, meal allowance, commission and bonus. It is an average figure among employees engaging in the same principal job.
Employees	All personnel who are directly paid by the company and who are either at work or temporarily absent from work, viz sick leave, maternity leave, annual vacation, casual leave or on strike. They include all full-time/part-time personnel (excluding trainees) who are engaged in principal jobs related to various job levels.
Diploma/Certificate	Technical and vocational education programmes, including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level or equivalent.
First degree	The first degree(s) offered by local or non-local education institutions, or equivalent.
Postgraduate degree	A higher degree(s) (e.g. master degree) offered by local or non-local education institutions, or equivalent.
Secondary 4 to 7	The education programmes under the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
Sub-degree	The Associate Degree, Higher Diploma, Professional Diploma, Higher Certificate, Endorsement Certificate, Associateship or equivalent programmes offered by local or non-local institutions.
Vacancies	The unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at the time of survey.

Headquarters (Industry Partnership) 總辦事處(行業合作)
30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong
香港九龍長沙灣長裕街10號億京廣場2期30樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號 AC/4/2 (2021)

Your Reference 來函檔號



17 December 2020

Dear Sir/Madam,

**The 2021 Manpower Survey of the
Accountancy Sector**

The Accountancy Training Board (the Training Board) of the Vocational Training Council (VTC), appointed by the Chief Executive of the Hong Kong Special Administrative Region (HKSAR), is responsible for matters pertaining to manpower training in the industry. In order to collect the latest manpower information for formulating recommendations on future manpower training, the Training Board will conduct the captioned survey from **January to February 2021**. I am writing to enlist your help by providing the relevant information to the survey and your co-operation would be much appreciated.

I enclose the following documents for your reference and completion:

- (a) The Questionnaire;
- (b) Explanatory Notes (Appendix A);

The VTC has appointed **MOV Data Collection Center Ltd. (MOV)** to assist in conducting the above survey. During the survey period, the enumerator of MOV will contact your establishment for the survey and answer the questions you may have. If necessary, visit will be made to your establishment to assist in completing and collecting the questionnaire. Alternatively, you may return the copy of the completed questionnaire to MOV via fax (3900 1122) or email (vtc@mov.com.hk).

I wish to assure you that the information provided will be handled **in strict confidence** and published on aggregate basis without reference to individual establishments.

The Manpower Survey Report will be uploaded onto the VTC website after completion of the survey. Should you have any queries, please do not hesitate to contact the following hotline during 9:30 a.m. to 6:00 p.m. from Monday to Friday :

- ✧ For matters regarding completion and return of questionnaire(s), please contact Ms. Polly CHAN of MOV at 3900 1176.
- ✧ In case you want to approach VTC directly, please contact Mr. Boris TAM of VTC Manpower Survey (Statistical Team) at 3907 6613.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Roy LO Wai-kei', is written over a large, stylized circular flourish.

(Roy LO Wai-kei)
Chairman

Accountancy Training Board

Encl.

Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處(行業合作)
30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong
香港九龍長沙灣長裕街10號億京廣場2期30樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號 AC/4/2 (2021)

Your Reference 來函檔號

執事先生／女士：



會計業 2021 年人力調查

職業訓練局(VTC)屬下會計業訓練委員會(訓練委員會)由香港特別行政區行政長官委任，負責就業內人力訓練事宜提供意見。本會將於 2021 年 1 月至 2 月期間進行調查，蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。謹代表訓練委員會致函，懇請 貴機構惠予合作提供相關資料，以便進行上述人力調查。

茲夾附下述文件，供 貴機構參閱及填寫：

- (1) 調查問卷；
- (2) 附註（附錄 A）。

VTC已委託米奧特資料搜集中心有限公司<米奧特>協助進行是次人力調查。調查期間，米奧特的統計員將聯絡 貴機構進行訪問及解答相關問題。如有需要，統計員會造訪 貴機構協助填寫並收回已填妥的問卷。貴機構亦可將完成的問卷，以傳真(3900 1122) 或電郵(vtc@mov.com.hk) 交回米奧特。

調查所得的資料將絕對保密，局方在發表報告時，只會公布合計數字，不會提及個別機構情況。

人力調查報告將於調查完結後上載本局網頁。如對調查有任何查詢，請於星期一至五上午九時半至下午六時聯絡以下人士：

- ◇ 如查詢有關填寫及寄回問卷事宜，請與米奧特公司陳寶儀小姐聯絡(電話：3900 1176)。
- ◇ 如希望直接與 VTC 聯絡，請致電 VTC 人力調查(統計組)譚祉樂先生(電話：3907 6613)。

會計業訓練委員會主席
盧華基

二零二零年十二月十七日
附件

CONFIDENTIAL

WHEN ENTERED WITH DATA

填入數據後即成

機密文件



VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2021 MANPOWER SURVEY OF THE ACCOUNTANCY SECTOR
會計業2021年人力調查

The 2021 Manpower Survey of the Accountancy Sector aims at collecting manpower information of the industry concerned for formulating recommendations on future manpower training. Please provide the information of your establishment as at **2nd January 2021** by answering the questionnaire. Thank you.

會計業2021年人力調查旨在蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。懇請 貴機構根據**2021年1月2日**的人力情況填寫此問卷。多謝合作。

Establishment Information

機構資料

(For official use)

Industry Code _____

NATURE OF BUSINESS 業務性質：

Accounting Firms 會計師事務所

Government Departments, Non-governmental Organisations and Statutory Bodies 政府部門、非政府機構和法定組織

Government Department
政府部門

Non-governmental organisations and statutory bodies
非政府機構和法定組織

Commercial and Services Establishments 商業及服務行業機構

Wholesale, Retail & Import / Export traders, Catering & Hotels
進出口,批發,零售,酒店,餐飲

Transport, Storage & Communication
運輸,倉庫通訊

Information and Communications
資訊及通訊服務

Financing, Insurance, Real Estate & Business Services excluding
Accounting & Auditing Firm
金融,保險,物業及商業服務(會計及審計除外)

Community, Social & Personal Services
社區,社會及個人服務

Secondary and Primary schools
中學與小學

Industrial Establishments 工業機構

Electricity, Gas & Water
電力,燃氣及水源

Manufacturing
製造

Construction
建造

Others, please specify 其他, 請註明 _____

TOTAL NO. OF PERSONS ENGAGED 僱員總人數: _____

Details of Contact Person 聯絡人資料 *

NAME OF PERSON TO CONTACT: _____
聯絡人姓名

POSITION: _____
職位

TEL. NO.: _____
電話

FAX NO.: _____
圖文傳真

E-MAIL: _____
電郵

* The information provided will be used for the purpose of this and subsequent manpower surveys.
所提供資料將用作是次及日後人力調查之用。

Part I – Manpower Information

第一部份 – 人力情況

Please complete columns 'B' to 'H' of the questionnaire according to the list of principal jobs by referring to the Appendix for job description of individual job.

請根據列表中的主要職務，並參考附錄有關各種職務的工作說明來填寫表內各'B'至'H'欄。

Principal Jobs (Full-time employees) 主要職務 (全職僱員)

Please refer to the Appendix for column explanations. 請參考附錄內各欄的說明。

Job Code 職位編號	(A) Principal Job 主要職務	(B) No. of Employees as at 2nd January 2021 在2021年 1月2日的 僱員人數	(C) No. of Vacancies as at 2nd January 2021 在2021年 1月2日 的空缺額	(D) Forecast No. of Employees as of January 2022 預計在 2022年1月 的僱員人數	(E) Average Monthly Income Range 平均每月收入幅度 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$20,000 3 \$20,001 - \$30,000 4 \$30,001 - \$40,000 5 \$40,001 - \$60,000 6 \$60,001 - \$80,000 7 \$80,001 - \$100,000 8 Over \$100,000 以上	(F) Preferred Level of Education of Employees 僱員宜有的教育程度 Code 編號 1 Postgraduate Degree 研究生學位 2 First Degree 學士學位 3 Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑) 4 Diploma/Certificate 文憑/證書 5 Secondary 4 to 7 中四至中七 6 Secondary 3 or below 中三或以下	(G) Preferred Years of Relevant Experience of Employees 僱員宜有的相關年資 Code 編號 1 Less than 3 yrs 三年以下 2 3 yrs to less than 6 yrs 三年至六年 3 6 yrs to less than 10 yrs 六年至十年以下 4 10 yrs or more 十年或以上	(H) Type of Professional Qualification of Employees Required 僱員要求專業資格的類別 Code 編號 1 HKICPA (Practising) 執業會計師 2 Qualified Accountant (e.g. members of the HKICPA or other accounting bodies) 合資格會計師 (例如: 香港會計師公會 或其他會計團體會員) 3 Accounting Technician 認可財務會計員 4 Not require professional qualifications shown above 無需上述專業資格
	Please enter a zero '0' in the box if there is no employee/vacancy. 如沒有僱員/空缺，請在方格內填入'0'。							
e.g. 例子:	Job Title A (3 employees and 2 vacancies) 職位甲 (3名僱員2個空缺)	3	2	3	4	3	2	2
101	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官							
201	Senior Manager/ Financial Controller 高級經理/財務總監							
301	Manager 經理							
401	Supervisor/ Senior 主管							
501	Clerk/ Associate 文員							
601	Trainer/ Teacher 培訓人員							
OTHER RELEVANT STAFF 其他相關人員								
For Official Use								

Part II
第二部份

New Recruitment
新聘僱員

1. Please state the number of full-time employees **newly recruited** in the **past 12 months**.
請列出 貴公司過去十二個月內**新招聘**的全職僱員人數。

	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	Senior Manager/ Financial Controller 高級經理/財務總監	Manager 經理	Supervisor/ Senior 主管	Clerk/ Associate 文員	Trainer/ Teacher 培訓人員
(a) Total new recruits 新招聘總人數						
(b) Number of new recruits from 新招聘僱員中， 來自						
(i) an accounting position of another company 另一間機構而擔任會計 職務者						
(ii) Fresh graduates of accounting discipline 應屆會計學科之畢業生 人數						

Recruits of Qualified Accountant
招聘合資格會計師

2. For the number of recruits as shown in Question 1(a) above, please indicate the **number of qualified accountants** (e.g., members of the HKICPA or other accounting bodies).
就上述問題 1(a)，請列出招聘僱員人數中，註明**合資格會計師人數** (如香港會計師公會或其他會計團體會員)。

(a) Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	<input type="text"/>	(b) Senior Manager/ Financial Controller 高級經理/財務總監	<input type="text"/>
(c) Manager 經理	<input type="text"/>	(d) Supervisor/ Senior 主管	<input type="text"/>
(e) Clerical/ Associate 文員	<input type="text"/>	(f) Trainer/ Teacher 培訓人員	<input type="text"/>

Employees Left
員工離職

3. Please state the number of full-time employees **left** in the **past 12 months**.
請列出 貴公司過去十二個月內**離職**的全職僱員人數。

(a) Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	<input type="text"/>	(b) Senior Manager/ Financial Controller 高級經理/財務總監	<input type="text"/>
(c) Manager 經理	<input type="text"/>	(d) Supervisor/ Senior 主管	<input type="text"/>
(e) Clerical/ Associate 文員	<input type="text"/>	(f) Trainer/ Teacher 培訓人員	<input type="text"/>

Years of Service of Resigned Employees

離職前的工作年期

4. Please indicate the number of resigned employees according to their years of service before they left the company.
請列出 貴公司離職僱員人數按僱員在離職前的平均工作年期。

	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	Senior Manager/ Financial Controller 高級經理/財務總監	Manager 經理	Supervisor/ Senior 主管	Clerk/ Associate 文員	Trainer/ Teacher 培訓人員
(a) Less than 1 year 少於 1 年						
(b) 1 year to less than 3 year 1 年至少於 3 年						
(c) 3 years to less than 5 years 3 年至少於 5 年						
(d) 5 years to less than 10 years 5 年至少於 10 年						
(e) 10 years or above 10 年或以上						

Recruitment Difficulties

招聘困難

5. Please indicate the difficulties encountered in recruitment of full-time employees of your company in the past 12 months.
請指出 貴公司在過去十二個月招聘全職僱員時所遇到的困難。

	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	Senior Manager/ Financial Controller 高級經理/財務總監	Manager 經理	Supervisor/ Senior 主管	Clerk/ Associate 文員	Trainer/ Teacher 培訓人員
(a) No recruitment was taken place 沒有招聘	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Recruitment was taken place and the difficulties encountered were: (You may tick "✓" one or more options.) 有招聘，所遇到的困難是：（可剔“✓”選多於一項。）						
(i) Insufficient accountancy graduates from tertiary institutions 專上院校會計畢業生人數不足	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Working conditions/remuneration package could not meet recruits' expectations 服務條件／薪酬未能符合求職者的要求	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Other Difficulties (Please Specify) 其他招聘困難(請註明) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Did not encounter difficulties 沒有遇上困難	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business in Mainland China**中國內地業務**

6. (a) Does your company have **operation in Mainland China as of 2nd January 2021?**
在2021年1月2日，貴公司在中國內地有沒有業務？

Yes 有 No 沒有 → **Please go to question 7 請跳至第 7 題**

- (b) Are there any employees of your company stationed or travelling to Mainland China for work?
貴公司會否有員工在中國內地長駐*或出差到內地工作？

Job level 職級	With Employees 有員工	
	Stationed* in Mainland China 長駐在中國內地	Travelling to Mainland China 往中國內地出差
(i) Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Senior Manager/ Financial Controller 高級經理/財務總監	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Manager 經理	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Supervisor/ Senior 主管	<input type="checkbox"/>	<input type="checkbox"/>
(v) Clerk/ Associate 文員	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Trainer/ Teacher 培訓人員	<input type="checkbox"/>	<input type="checkbox"/>

* Employees who stay in Mainland China for 50% or above of the working time are classified under “Stationed in Mainland China”.
長駐是指僱員逗留在中國內地工作的時間佔其工作時間百分之五十或以上。

- (c) Does your company :
貴公司會否：

	Yes 會	No 不會
(i) recruit additional Hong Kong accounting employees as a result of development in Mainland operation. 因在內地發展業務而須增聘本地會計僱員。	<input type="checkbox"/>	<input type="checkbox"/>
(ii) train the existing Hong Kong accounting employees to deal with Mainland operations in terms of control, communication skills and Mainland regulations. 為處理內地業務而提供管理、溝通技巧及內地法規等方面訓練與現職本地會計僱員。	<input type="checkbox"/>	<input type="checkbox"/>

Move out and Outsourcing of Accounting Functions**會計工作的遷離與外判**

7. Have any of the accounting-related functions of your company been moved out of Hong Kong or outsourced to another company in the **past 12 months?**

貴公司過去十二個月內有否將與會計相關的工作遷離香港或外判給其他公司？

	Yes 有	No 沒有
(a) Moved out of Hong Kong 遷離香港	<input type="checkbox"/>	<input type="checkbox"/>
(b) Outsourced to another company 外判給其他公司	<input type="checkbox"/>	<input type="checkbox"/>

Training Needs

培訓需要

8. Please indicate the training areas required to deal with the emerging trend and development of the accountancy sector by choosing the corresponding codes. (You may choose up to five options for each job level.)
請選擇相應的課程編號，指出僱員所需要的培訓課程，以配合會計業的新興趨勢及發展。（各職級可選最多五項。）

	Training Areas 訓練範疇				
	1	2	3	4	5
Partner/Principal/Director/Chief Financial Officer 合夥人/總監/首席財務官	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Manager/ Financial Controller 高級經理/財務總監	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manager 經理	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor/ Senior 主管	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerk/ Associate 文員	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trainer/ Teacher 培訓人員	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

General Management Knowledge

一般管理知識

Code 編號	Training Areas 訓練範疇
101	Principles & Practice of Management 管理理論與實務
102	Problem Solving & Decision Making 解決問題及決策
103	Strategic Management 策略管理
104	Marketing Management 市場管理
105	Quality Management 優質服務管理
106	Risk Management 風險管理
107	Stress Management 壓力處理
108	Crisis Management 危機管理
109	Human Resources Management 人力資源管理
110	Leadership 領導才能
111	Team Building 團隊之建立
112	Motivation 激勵
113	Coaching & Counseling 訓練及輔導下屬
114	Dealing with Conflict 處理衝突
115	Implementing Change 推行變革
116	Time Management 時間管理
117	ISO Audit ISO 審核
118	Public Relations 公共關係
119	Performance Management 績效管理

Job-related Knowledge

業務知識

Code 編號	Training Areas 訓練範疇
201	Financial Accounting 財務會計
202	Cost and Management Accounting 成本和管理會計
203	Internal Control and Compliance 內部監察、條例執行和企業管治
204	Tax Compliance and Planning 遵從稅規和稅務策劃
205	Auditing 審計學
206	Business Law 商業法律
207	Company Law and Practice 公司法和實務
208	Economics and Statistics 經濟學和統計學
209	Financial Management 財務管理
210	Management Information System 管理資訊系統
211	PRC Accounting System 內地會計制度
212	PRC Taxation System 內地稅務制度
213	Updates on Accounting Standards 最新會計準則
214	Accrued-based Accounting 應計制會計
215	Financial Instruments 金融工具
216	Common Law Jurisdiction 普通法司法管轄區
217	China Business Studies 中國商貿知識
218	Corporate Financing 企業融資

Generic / Technological Skills

通用 / 科技技能

Code 編號	Training Areas 訓練範疇
301	English Writing 英文書寫
302	Spoken English 英語會話
303	Chinese Writing 中文書寫
304	Cantonese 廣東話
305	Putonghua 普通話
306	Interpersonal Skills 人際關係技巧
307	Marketing/Selling Skills 市場推廣 / 銷售技巧
308	Presentation Skills 演說技巧
309	Cross-exposure to Other Accounting Functions 其他會計軟件的相互使用
310	Effective Influencing and Negotiation Skills 發揮影響力及談判技巧
311	Information Systems Application Skills 資訊系統應用技巧
312	Artificial Intelligence 人工智能
313	Blockchain 區塊鏈
314	Cloud Computing 雲端運算
315	Data Analytics 數據分析

**Others: Please specify
其他: 請註明**

9. What incentives do you think may encourage employers to provide training to their employees?

(You may tick “√” one or more options.)

你認為有甚麼方法可有效鼓勵僱主提供訓練予其僱員? (可剔“√”選多於一項。)

- Reimbursement of course fees to employers
向僱主退還僱員學費
- Provision of subsidy to employers
提供僱員訓練津貼予僱主
- Government loan/grant to employers
政府給予僱主貸款/補助金
- Others (Please Specify) e.g. Best Employer Award
其他, 請列明 例如: 最佳僱主獎

(1) _____

(2) _____

(3) _____

End of Questionnaire. Thank You for Your Co-operation.
問卷完，多謝合作。

Appendix 5B. Explanatory Note

The 2021 Manpower Survey of the Accountancy Sector
會計業 2021年人力調查

Explanatory Notes

附註

Part I

第一部份

1. Principal Jobs - Column 'A'

主要職務 —— 'A' 欄

- (a) This survey deals with the manpower requirements and training needs of the persons engaged in accounting and accounting-related functions such as accounting, auditing, taxation, corporate restructuring and insolvency, corporate finance, company liquidation and accountancy training, etc. in your organisation.

本會現擬調查貴機構內，從事會計及會計相關職務，如會計、核數、稅務、機構重組及破產、機構融資、公司清盤及會計培訓等工作的僱員的人力需要及訓練需求。

- (b) Partners / Principals / Directors / Chief Financial Officers, Senior Managers / Financial Controllers, Managers, Supervisors/Seniors, Clerks/Associates and Trainers/Teachers are defined as follows:

有關合夥人／總監／首席財務官、高級經理／財務總監、經理、主管、文員及培訓人員的定義如下：

Principal Jobs 主要職務	Job Description 工作說明
Partners/Principals/ Directors/Chief Financial Officers 合夥人／總監／ 首席財務官	Owners, partners, principals or directors of accounting firms who are responsible for the administration and management of the accounting firms. This category also includes those professionally qualified persons like chief financial officers working in commercial, servicing and industrial establishments. 會計師事務所的東主、合夥人或總監，負責該事務所的行政及管理工作。此級人員亦包括那些具備專業資格的人員，如在商業、服務業及工業機構任職的首席財務官。
Senior Managers/Financial Controllers/Managers	Persons responsible for some or all of the following functions: (1) supervision and co-ordination of the activities of accounting, auditing and financial personnel; (2) establishment and implementation of accounting, auditing and financial policies; (3) design, evaluation and implementation of accounting systems; (4) preparation and consolidation of financial or costing reports; (5) preparation of budgets and forecasts; (6) implementation of budgetary control, cash control and credit control; (7) internal control and audit; and (8) treasury control and administration. They are normally professionally qualified persons and can include chief accountants, financial accountants, group accountants, management accountants, auditors, treasurers and controllers. Senior Managers/Financial Controllers should normally have <u>at least five years'</u> accounting managerial experience. Managers have <u>less than five years'</u> accounting managerial experience.

Principal Jobs 主要職務	Job Description 工作說明
高級經理／財務總監／經理	<p>須負責下列部分或全部工作：</p> <ol style="list-style-type: none"> (1) 督導與協調會計、核數及財務人員的工作； (2) 制定與推行會計、核數及財務政策； (3) 制定、評估與推行會計制度； (4) 編製與綜合財務或成本報告； (5) 編製財政預算及預測； (6) 執行預算、現金及信貸控制等工作； (7) 內部監督及核數；及 (8) 監督與管理財務工作。 <p>經理級人員通常具備專業資格；此級人員包括總會計師、財務會計師、集團會計師、管理會計師、核數師、司庫及財務總監。 高級經理／財務總監：具<u>五年或以上</u>會計管理經驗。 經理：具<u>五年以下</u>會計管理經驗。</p>
Supervisors/Seniors 主管	<p>Persons who normally perform some of the functions of Senior Managers/Financial Controllers/Managers as listed above. They are usually under the supervision of a manager, and are often themselves in charge of one or more subordinates. They include assistants to the managerial posts, e.g. assistants to cost accountants, audit supervisors/seniors and chief clerks.</p> <p>一般負責上列高級經理／財務總監／經理的部分職務。他們通常隸屬一名經理級人員，而本身又有一名或多名下屬。主管級人員包括經理助理，例如成本會計師助理、核數主任及文員主管。</p>
Clerks/Associates 文員	<p>Persons who are normally engaged in compiling, classifying and recording data, verifying records, posting entries, balancing books and preparing reports. They include accounting clerks, data input clerks, junior audit staff/staff accountants, tax juniors and similar positions.</p> <p>通常負責將資料編纂、分類及紀錄、檢核紀錄、入帳、平衡帳戶及編寫報告；此級人員包括會計文員、資料輸入文員、核數員、稅務員及類似職位。</p>
Trainers/Teachers 培訓人員	<p>Persons who are engaged to train or teach people to perform accounting or accounting-related functions.</p> <p>負責會計或會計相關職務的培訓工作。</p>

- (c) Please add in column 'A' titles of any principal jobs not mentioned above; briefly describe them in respect of the appropriate job categories.
如 貴機構另有其他技術性主要職務，請一併填入 'A' 欄內，並簡述其所屬的職務類別及等級。

2. Number of Employees as at Survey Reference Date - Column 'B'

在統計日期的僱員人數 —— 'B' 欄

For each principal job, please fill in the total number of full-time employees as at survey reference date. "Full Time Employees" refer to those working full-time (i.e. at least 4 weeks a month, and not less than 18 hours in each week) under the payroll of the establishment. These include proprietors and partners working full-time for the establishment. These definitions also apply to 'full-time employee(s)' appearing in other parts of the questionnaire.

請填寫 貴機構於統計日期僱用的每個主要職務的全職僱員總數。

「全職僱員」指在 貴機構內全職工作（即每月最少四週、每週不少於十八小時）的受薪人員，其中包括在機構內全職工作的東主及合夥人。調查表內所出現的「全職僱員」等詞，定義亦同。

3. Number of Vacancies as at Survey Reference Date – Column 'C'

在統計日期的空缺額 —— 'C' 欄

Please fill in the number of existing full time vacancies as at Survey Reference Date. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel as at survey reference date.

請填上在統計日期每一主要職務的空缺額。「空缺額」是指該職位於統計參考日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast Number of Employees as at January 2022 – Column 'D'

預計在2022年1月的僱員人數 —— 'D' 欄

The forecast number of full time employees means the number of full time employees you will be employing as at January 2022. The number given could be more / less than that in column 'B' if an expansion / a contraction is expected.

預計全職僱員人數指 貴機構在 2022 年 1 月的全職僱員人數。如估計業務屆時可能擴張／收縮，此欄所填的數字應多於／少於 'B' 欄。

5. Average Monthly Income Range – Column 'E'

每月平均收入幅度 —— 'E' 欄

Please enter the code of average monthly income during the past 12 months for each principal job of full time employee(s). This should include basic salary, overtime pay, cost of living allowance, meal allowance, housing allowance, travel allowance, commission and bonus. If you have more than one employee doing the same job, please enter the average range.

請在 'E' 欄填入每個主要職務的全職僱員過去 12 個月每月平均薪酬的編號。這包括底薪、逾時工作津貼、生活津貼、膳食津貼、房屋津貼、旅行津貼、佣金及花紅。如 貴機構有多於一名僱員擔任同一主要職務，則請取平均收入。

6. Preferred Level of Education of Employees- Column 'F'

僱員宜有的教育程度 —— 'F' 欄

Please enter the code of preferred level of education for each principal job of employees should have.
請在 'F' 欄填入 貴機構認為每個主要職務僱員宜有的教育程度編號。

Definition of Preferred Level of Education:

宜有教育程度的定義：

- ◆ “Postgraduate Degree” refers to higher degrees (e.g. master degrees) offered by local or non-local education institutions, or equivalent.
「研究生學位」是指本地或非本地教育機構提供的高等學位（如碩士學位），或同等教育程度。
- ◆ “First Degree” refers to first degrees offered by local or non-local education institutions, or equivalent.
「學士學位」是指本地或非本地教育機構提供的學士學位，或同等教育程度。
- ◆ “Sub-degree” refers to Associate Degrees, Higher Diplomas, Professional Diplomas, Higher Certificates, Endorsement Certificates, Associateship or equivalent programmes offered by local or non-local education institutions.
「副學位」是指本地或非本地教育機構提供的副學士、高級文憑、專業文憑、高級證書、增修證書、院士銜或同等課程。
- ◆ “Diploma/Certificate” refers to technical and vocational education programmes including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level, or equivalent.
「文憑／證書」是指技術及職業教育課程之文憑／證書、基礎課程文憑、職專文憑及技工程度的課程，或同等教育程度。
- ◆ “Secondary 4 to 7” refers to Secondary 4-7, covering the education programmes in relation to the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
「中四至中七」是指中四至中七（包括與香港中學會考、香港中學文憑考試、毅進文憑等相關的教育課程）或同等教育程度。
- ◆ “Secondary 3 or below” refers to Secondary 3 or below, or equivalent.
「中三或以下」是指中三或以下，或同等教育程度。

7. Preferred Years of Relevant Experience of Employees - Column 'G'

僱員宜有的相關年資 —— 'G' 欄

Please enter the code of preferred years of experience for each principal job of employees should have.
請在 'G' 欄填入 貴機構認為每個主要職務僱員宜有的相關年資編號。

8. Type of Professional Qualification of Employees Required - Column 'H'

僱員要求專業資格的類別 —— 'H' 欄

Please enter the code of type of professional qualification for each principal job of employees should have.
請在 'H' 欄填入 貴機構認為每個主要職務要求專業資格的類別編號。

Quality Control Measures

Prior to fieldwork preparation

- Collect contact information of the sampled establishments
- Group sampled establishments to the same business organisation

Thorough training of fieldwork staff

- Industry briefing workshop by VTC
- Intensive briefing and training sessions by MOV in consultation with VTC

Monitoring of the fieldwork execution

- Well-trained enumerators who are experienced in conducting establishment surveys
- Closely monitor fieldwork progress and work of enumerators
- Debriefing sessions twice a week

Measures to increase the response rate

- Strategic directions given by VTC
- Assistance from the Training Boards and trade associations, etc.

Checking of the completed questionnaires

- Sample check of completed questionnaires by an independent team of QC checkers
- 100% vetting of the completed questionnaires by VTC

Double data entry and data validation

- Double data entry system
- Validation of collected data via computer programming and systems

Data analysis by VTC

- Comparison of survey findings with last round
- Benchmarking with relevant manpower information (if deemed appropriate)

Response Profile

Branch	(a) No. of Valid Cases*	(b) No. of Establishments Successfully Enumerated	(b)/(a) Effective Response Rate
Accountancy Firms	240	228	95%
Government Departments, Non-governmental Organisations and Statutory Bodies	30	27	90%
Commerce and Services Establishments	623	594	95.3%
Industrial Establishments	177	174	98.3%
Overall	1 070	1 023	95.6%

*Note: * Invalid cases were referred to those establishments which had ceased operation, closed, and so on.*

Manpower Projection Methodology

Labour Market Analysis

1. The Labour Market Analysis approach examines a group of key statistical data which reflects important changes in the local economy, demography, and labour market. It then selects some data as independent variables to build a statistical model that can be used to project manpower demand in the economic sector under study.
2. The building of a statistical model comprises two main steps: (i) diagnostic and (ii) prognostic. In the diagnostic step, two sets of economic indicators will be considered. Set I comprises core statistics in the National Accounts (e.g. Gross Domestic Products (GDP) and its components) of Hong Kong, providing information about key economic activities. Set II comprises economic indicators with more disaggregate information about the economy, such as consumption, investment, trade, tourism, property and related activities, the labour market, etc. The economic indicators relevant to the industry are statistically tested for multi-collinearity before grouping into principal components. In the prognostic step, the principal components are used to build and maintain the statistical models for manpower projection.

Statistical Tables 統計表

Manpower Statistics by Job Level by Branch 按職級及門類劃分的人力統計

Table 1
表一

Branch 門類	Job Level 職級	Number of Employees as at Survey Reference Date 在統計日期的 僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的 空缺額	Forecast Number of Employees as at Jan 2022 預計在 2022 年 1 月 的僱員人數	
Accounting Firms 會計師事務所	101	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	4 204	4	4 208
	201	Senior Manager/ Financial Controller 高級經理/財務總監	2 096	16	2 112
	301	Manager 經理	3 130	52	3 182
		Subtotal of Managerial Level 經理級小計	9 430	72	9 502
	401	Supervisor/ Senior 主管	6 157	63	6 220
	501	Clerk/ Associate 文員	9 338	413	9 761
	601	Trainer/ Teacher 培訓人員	128	0	128
		Total 總數	25 053	548	25 611
Government Departments, Non-governmental Organisations and Statutory Bodies 政府部門、非政府機 構和法定組織	101	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	89	6	95
	201	Senior Manager/ Financial Controller 高級經理/財務總監	592	15	604
	301	Manager 經理	412	19	428
		Subtotal of Managerial Level 經理級小計	1 093	40	1 127
	401	Supervisor/ Senior 主管	1 534	57	1 601
	501	Clerk/ Associate 文員	3 165	52	3 217
	601	Trainer/ Teacher 培訓人員	324	0	324
		Total 總數	6 116	149	6 269
Commercial and Services Establishments 商業及服務行業機 構	101	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	959	0	959
	201	Senior Manager/ Financial Controller 高級經理/財務總監	7 429	2	7 431
	301	Manager 經理	7 061	30	7 093
		Subtotal of Managerial Level 經理級小計	15 449	32	15 483
	401	Supervisor/ Senior 主管	14 818	110	14 930
	501	Clerk/ Associate 文員	37 112	123	37 237
	601	Trainer/ Teacher 培訓人員	480	0	480
		Total 總數	67 859	265	68 130
Industrial Establishments 工業機構	101	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	51	0	51
	201	Senior Manager/ Financial Controller 高級經理/財務總監	383	7	390
	301	Manager 經理	508	2	509
		Subtotal of Managerial Level 經理級小計	942	9	950
	401	Supervisor/ Senior 主管	1 312	1	1 313
	501	Clerk/ Associate 文員	3 196	14	3 210
	601	Trainer/ Teacher 培訓人員	0	0	0
		Total 總數	5 450	24	5 473

Branch 門類	Job Level 職級		Number of Employees as at Survey Reference Date 在統計日期的 僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的 空缺額	Forecast Number of Employees as at Jan 2022 預計在 2022 年 1 月 的僱員人數
All Branches 全部門類	101	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	5 303	10	5 313
	201	Senior Manager/ Financial Controller 高級經理/財務總監	10 500	40	10 537
	301	Manager 經理	11 111	103	11 212
		Subtotal of Managerial Level 經理級小計	26 914	153	27 062
	401	Supervisor/ Senior 主管	23 821	231	24 064
	501	Clerk/ Associate 文員	52 811	602	53 425
	601	Trainer/ Teacher 培訓人員	932	0	932
		Total 總數	104 478	986	105 483

(a) Percentage Distribution of Average Monthly Remuneration Package of Full-time Employees by Job Level
按行業等級劃分的全職僱員之每月平均薪酬的百分比

Table 2
表二

Average Monthly Remuneration Package 每月平均薪酬	\$10,000 or below 或以下	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,001	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	Over \$100,000 以上	Total Number of Full-time Employees 全職僱員人數
Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	0.0%	0.0%	0.0%	8.8%	22.5%	29.4%	8.2%	31.1%	5 303
Senior Manager/ Financial Contoller 高級經理/財務總監	0.0%	0.0%	0.0%	54.1%	14.1%	10.0%	11.9%	9.8%	10 500
Manager 經理	0.0%	0.0%	0.4%	44.6%	25.2%	22.7%	7.1%	0.0%	11 111
Managerial Level 經理級	0.0%	0.0%	0.2%	42.1%	20.2%	18.7%	9.3%	9.6%	26 914
Supervisor/ Senior 主管	0.2%	6.2%	44.8%	41.3%	7.3%	0.2%	0.0%	0.0%	23 821
Clerk/ Associate 文員	0.0%	78.0%	21.6%	0.4%	0.0%	0.0%	0.0%	0.0%	52 811
Trainer/ Teacher 培訓人員	0.0%	1.8%	0.9%	47.7%	20.1%	10.6%	3.7%	15.3%	932

(b) Percentage Distribution of Preferred Level of Education of Full-time Employees by Job Level
按行業等級劃分的全職僱員宜有的教育程度的百分比

Table 3
表三

Preferred Level of Education 僱員宜有的教育程度	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree 副學位	Diploma/Certificate 文憑/證書	Secondary 4 to 7 中四至中七	Secondary 3 or below 中三或以下	Total Number of Full-time Employees 全職僱員人數
Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	12.7%	87.3%	0.0%	0.0%	0.0%	0.0%	5 303
Senior Manager/ Financial Contoller 高級經理/財務總監	2.9%	97.0%	0.1%	0.0%	0.0%	0.0%	10 500
Manager 經理	0.8%	89.0%	10.2%	0.0%	0.0%	0.0%	11 111
Managerial Level 經理級	3.9%	91.9%	4.2%	0.0%	0.0%	0.0%	26 914
Supervisor/ Senior 主管	0.0%	42.1%	18.1%	29.9%	9.9%	0.0%	23 821
Clerk/ Associate 文員	0.0%	11.1%	9.3%	36.9%	42.7%	0.0%	52 811
Trainer/ Teacher 培訓人員	7.3%	80.5%	12.1%	0.0%	0.1%	0.0%	932

(c) Percentage Distribution of Preferred Years of Relevant Experience of Full-time Employees by Job Level
按行業等級劃分的全職僱員宜有的相關年資的百分比

Table 4
表四

Preferred Years of Relevant Experience 僱員宜有的相關年資	Less than 3 years 三年以下	3 years to less than 6 years 三年至六年	6 years to less than 10 years 六年至十年以下	10 years or more 十年或以上	Total Number of Full-time Employees 全職僱員人數
Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	0.0%	0.6%	17.4%	82.0%	5 303
Senior Manager/ Financial Contoller 高級經理/財務總監	0.0%	4.8%	71.3%	23.9%	10 500
Manager 經理	0.1%	34.7%	62.2%	3.0%	11 111
Managerial Level 經理級	0.0%	16.0%	57.2%	26.8%	26 914
Supervisor/ Senior 主管	17.8%	56.1%	25.9%	0.2%	23 821
Clerk/ Associate 文員	62.8%	35.7%	1.4%	0.0%	52 811
Trainer/ Teacher 培訓人員	9.6%	53.0%	34.3%	3.1%	932

(d) Percentage Distribution of Type of Professional Qualification of Employees Required by Job Level

Table 5
表五

按行業等級劃分的全職僱員要求專業資格的類別的百分比

Percentage Distribution of Type of Professional Qualification of Employees Required by Principal Job 按主要職務劃分的全職僱員要求專業資格的類別的百分比	HKICPA (Practising) 執業會計師	Qualified Accountant 合資格會計師	Accounting Technician 認可財務會計員	Not require professional qualifications 無需專業資格	Total Number of Full-time Employees 全職僱員人數
Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監/首席財務官	75.2%	22.4%	0.0%	2.4%	5 303
Senior Manager/ Financial Controller 高級經理/財務總監	13.2%	78.9%	4.8%	3.1%	10 500
Manager 經理	14.5%	56.0%	10.5%	19.0%	11 111
Managerial Level 經理級	25.8%	58.6%	6.2%	9.4%	26 914
Supervisor/ Senior 主管	3.8%	10.0%	20.9%	65.3%	23 821
Clerk/ Associate 文員	0.0%	6.2%	8.3%	85.5%	52 811
Trainer/ Teacher 培訓人員	10.3%	21.0%	12.3%	56.4%	932

Percentage Distribution and Ranking of Training Provided to Full-time Employees by Job Level
按行業等級劃分的全職員工所需培訓課程的百分比及排名

Table 6
表六

Training Areas 訓練範疇	Percentage 百分比						Ranking 排名					
	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監 首席財務官	Senior Manager/ Financial Controller 高級經理/財 務總監	Manager 經理	Supervisor/ Senior 主管	Clerk/ Associate 文員	Trainer/ Teacher 培訓人員	Partner/ Principal/ Director/ Chief Financial Officer 合夥人/總監 首席財務官	Senior Manager/ Financial Controller 高級經理/財 務總監	Manager 經理	Supervisor/ Senior 主管	Clerk/ Associate 文員	Trainer/ Teacher 培訓人員
A. General Management Knowledge 一般管理知識												
Principles & Practice of Management 管理理論與實務	12.8%	7.9%	15.7%	0.2%	0.0%	0.3%	2	3	1	40	42	24
Problem Solving & Decision Making 解決問題及決策	15.0%	7.9%	8.4%	0.5%	0.0%	0.6%	1	2	3	28	36	17
Strategic Management 策略管理	6.8%	8.6%	5.3%	0.5%	0.0%	0.3%	4	1	9	27	42	24
Marketing Management 市場管理	2.8%	6.5%	6.2%	0.2%	0.0%	0.0%	11	5	6	39	42	32
Quality Management 優質服務管理	1.1%	0.8%	0.2%	0.0%	0.0%	0.0%	19	23	36	44	31	32
Risk Management 風險管理	6.5%	3.0%	3.5%	5.0%	0.0%	0.3%	5	9	13	5	33	24
Stress Management 壓力處理	0.1%	0.6%	0.8%	0.5%	0.0%	0.0%	41	24	28	26	36	32
Crisis Management 危機管理	4.6%	1.1%	1.4%	0.3%	0.0%	0.0%	8	17	23	32	42	32
Human Resources Management 人力資源管理	3.4%	6.3%	7.1%	0.8%	0.0%	0.0%	10	6	4	18	33	32
Leadership 領導才能	6.0%	3.1%	6.7%	0.8%	0.0%	0.0%	7	8	5	20	42	32
B. Job-related Knowledge 業務知識												
Financial Accounting 財務會計	9.8%	7.1%	15.2%	32.4%	18.3%	30.7%	3	4	2	1	1	1
Cost and Management Accounting 成本和管理會計	0.5%	1.1%	6.0%	10.3%	6.4%	13.0%	26	18	7	3	3	3
Internal Control and Compliance 內部監察、條例執行和企業管治	0.8%	1.2%	1.7%	4.8%	1.6%	0.3%	23	16	20	6	12	24
Tax Compliance and Planning 遵從稅規和稅務策劃	0.9%	0.8%	5.8%	3.8%	0.8%	6.0%	22	22	8	8	17	6
Auditing 審計學	6.1%	1.5%	4.0%	4.4%	2.5%	7.0%	6	15	12	7	9	5
Business Law 商業法律	1.2%	4.1%	1.5%	2.5%	1.9%	0.0%	18	7	21	11	11	32
Company Law and Practice 公司法和實務	1.7%	0.2%	2.0%	0.9%	0.7%	4.7%	15	35	18	17	18	7
Economics and Statistics 經濟學和統計學	0.1%	0.0%	0.0%	0.1%	0.0%	0.6%	37	45	44	41	33	17
Financial Management 財務管理	1.9%	2.5%	5.2%	10.7%	3.5%	11.1%	13	10	10	2	7	4
Management Information System 管理資訊系統	0.4%	0.1%	0.2%	0.2%	0.1%	0.6%	29	40	36	38	27	17
PRC Accounting System 內地會計制度	0.2%	0.1%	0.6%	0.3%	0.1%	0.0%	32	39	32	29	29	32
PRC Taxation System 內地稅務制度	0.1%	0.6%	0.9%	0.8%	0.9%	0.0%	39	27	27	18	16	32
Updates on Accounting Standards 最新會計準則	2.5%	1.7%	4.3%	6.8%	6.0%	1.9%	12	13	11	4	4	11
C. Generic / Technological Skills 通用 / 科技技能												
Presentation Skills 演說技巧	0.0%	0.0%	0.2%	3.1%	1.3%	16.1%	44	41	36	9	15	2
Cross-exposure to Other Accounting Functions 其他會計軟件的相互使用	0.9%	0.2%	0.6%	1.4%	4.8%	0.3%	21	38	30	15	5	24
Information Systems Application Skills 資訊系統應用技巧	1.0%	0.3%	0.6%	1.0%	6.7%	0.9%	20	34	30	16	2	14
No opinion 無意見	62.4%	73.8%	53.8%	52.3%	63.4%	60.4%						
Number of Companies with Such Level of Staff 具有此技能等級員工的公司數量	3 399	4 246	4 884	8 580	20 815	317						

Note: 1 Percentages are calculated on the basis of total number of companies with such level of staff
註：百分比是以具有相關技能等級的員工的公司數目為基準計算。
2 May choose up to five options for each job level
各職級可選最多五項

Sampling Plan for 2021 Manpower Survey of the Accountancy Sector

Branch	Branch	Stratum	Employment size	Size of frame	Sample Size	
1	Accountancy Firms	1	1-9	2 771	183	
		2	10-19	216	54	
		3	20-49	86	47	
		4	50-99	15	15	
		5	100-199	2	2	
		6	200-499	5	5	
		7	500 & Above	10	10	
			Sub-total		3 105	316
2	Government Departments, Non-governmental Organisations and Statutory Bodies		Sub-total	41	41	
3	Commerce and Services Establishments	2	10-19	17 004	100	
		3	20-49	9 969	96	
		4	50-99	3 141	91	
		5	100-199	1 138	92	
		6	200-499	626	182	
		7	500 & Above	385	385	
			Sub-total		32 263	946
		4	Industrial Establishments	2	10-19	2 573
3	20-49			1 566	54	
4	50-99			342	22	
5	100-199			183	30	
6	200-499			112	36	
7	500 & Above			56	56	
	Sub-total				4 832	245
Grand Total :				40 241	1 548	