



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants is recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

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

ADMINISTRATOR (ADMINISTRATION), FINANCE & ADMINISTRATION [Ref: A(ADMIN)-F&A]

Roles and Responsibilities

- Assist in maintaining the office and training centre facilities in proper order.
- Handle procurement and inventory control of office supplies.
- Support and coordinate office improvement and maintenance work.
- Coordinate with different service providers for contract renewals and monitor ongoing services.
- Maintain accurate records of fixed assets and manage inventory of souvenirs.
- Prepare petty cash reports, payment invoices and consumption analysis reports etc. for the Finance & Administration Department.
- Support and follow up food & beverage arrangement for events hosted by the Institute
- Provide backup support for reception desk and counter services.
- Perform other ad-hoc duties as assigned by supervisors.

Qualifications and Required Attributes:

- Higher Diploma/ Diploma or above with good spoken and written English and Chinese (knowledge of Putonghua is an advantage).
- Proficient in MS office, particularly Excel for data processing, and skilled in Chinese Word processing
- At least three years' working experience preferable in administration or related fields.
- Excellent telephone etiquette, pleasant, presentable and independent.
- Outgoing personality with good interpersonal and communication skills.
- Proactive and a good team player with a positive attitude and strong sense of responsibility.
- Immediately available is preferred.

Applications should be marked "**Confidential**" quoting the reference **[A(ADMIN)-F&A]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest date available. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong** or by email to hr@hkicpa.org.hk.

*Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hkicpa.org.hk.*