



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.

ASSOCIATE ADMINISTRATOR, EDUCATION & TRAINING [Ref: AA-E&T]

Roles and Responsibilities

- Provide administrative support for the Institute's CPD events, including administering attendance records and evaluation forms
- Provide logistic support for CPD events
- Assist in maintaining database of CPD events
- Assist in preparing purchase orders, invoice payments and authorization process
- Update webpages
- Perform administrative duties to support projects and ad-hoc initiatives as assigned

Qualifications and Required Attributes

- Higher diploma or above; some experience preferred
- Customer-focused with a good command of written and spoken English and Chinese
- Self-motivated, well-organized, attentive to details, and able to work under minimum supervision
- Proficient in MS Word, Excel and Power Point
- Willing to perform overtime when the events are organized during non-office hours

Applications should be marked "**Confidential**" quoting the reference **[AA-E&T]** 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@hki CPA.org.hk.

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