



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

The Hong Kong Institute of Certified Public Accountants is the only statutory licensing body of CPAs in Hong Kong 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:

ASSOCIATE OFFICER (MAINLAND CHINA DEVELOPMENT), CORPORATE COMMUNICATIONS

[Ref. AO(MCD)-CC]

We are seeking a detail-oriented Associate Officer to assist the Mainland China Development team in coordinating meetings, managing travel arrangements, overseeing budget activities, and providing support for marketing and corporate events.

Role and Responsibilities:

- Schedule and organize internal and external meetings, arrange business trips, ensuring all logistics are handled efficiently
- Manage departmental budgets and expenses, track budget status and provide timely updates as required
- Manage the internal financial process including preparing Purchase Requests (PRs), Purchase Orders (POs), Invoice Requests (IRs), and budget control forms for timely payment settlements
- Compile comprehensive reports and maintain detailed records of all events, organize and manage filing systems
- Provide logistical support for events, including venue/Zoom setup, flyer preparation, WeChat posts, enrollment forms, and on-site assistance.
- Collaborate with internal departments and external partners/vendors for event promotion and arrangements.
- Handle additional projects and tasks as assigned by the Head of Mainland China Development.

Qualifications and Required Attributes:

- Diploma or above with minimum five years of relevant working experience
- Good command of written and spoken English and Chinese (Cantonese and Mandarin)
- Proficient in MS Word, Excel, Power Point and Chinese word-processing
- Well-organized and self-motivated team player with good communications and interpersonal skills

Applicants with less experience may be considered for roles at a lower job grade.

Applications should be marked "**Confidential**" quoting the reference **[Ref. AO(MCD)-CC]** 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, Wanchai, 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.*