



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:

ASSOCIATE OFFICER (PRACTICAL EXPERIENCE), EDUCATION & TRAINING
[Ref: AO/A(PEF)-E&T]

The successful candidate will assist the Education and Training Department in matters pertaining to the Institute's Practical Experience Framework.

Role and Responsibilities:

- Provide comprehensive clerical and administrative support to ensure smooth day-to-day operations.
- Assist in collating and processing applications with accuracy and efficiency.
- Assist in organizing and coordinating information sessions for stakeholders.
- Answer general enquires via emails / phone calls and provide accurate and timely responses.
- Contribute to ad-hoc projects and perform other duties as assigned to support departmental operations.

Qualifications and Required Attributes

- A recognized degree with at least five years of relevant work experience, preferably in tertiary institutions, professional bodies, or public organizations.
- Strong command of written and spoken English and Chinese; proficiency in Putonghua is an advantage.
- Self-motivated, detailed-oriented, well-organized, customer-focused, and a good team player.
- Proficient in MS Word, Excel, Power Point and Chinese word processing.
- Knowledge and hands-on experience in database operations is preferred.
- Willing to work overtime as required.
- Immediate available is preferred.
- Candidates with less experience may be considered for the position of Administrator.

Applications should be marked "**Confidential**" quoting the reference **[AO/A(PEF)-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@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.*