



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:

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

Roles and Responsibilities

- Provide a full spectrum of administration support, including general office administration, procurement, fixed assets management, facilities management.
- Supervises office assistants in managing facilities setups, deliveries, and pantry/tea services.
- Assist in planning, coordinating and implementing office renovation and relocation projects.
- Coordinate the printing and mailing of materials to members and stakeholders.
- Oversee the management of godown (storage) space, including manpower for inventory retrieval and delivery.
- Maintain inventory control for office supplies and corporate souvenirs.
- Support the implementation of green initiatives to promote sustainable office operations and an eco-friendly work environment.
- Provide backup support to reception, service counters, and catering services as needed.
- Perform any other duties as assigned by supervisors from time to time.

Qualifications and Required Attributes:

- Diploma or above, with good spoken and written English and Chinese.
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing.
- Minimum 5 years of experience in administration, including supervisory experience.
- Proven experience in vendor management, including sourcing, negotiation, and contract handling.
- Strong ability to manage multiple tasks independently and prioritise effectively under tight timelines.
- Excellent organizational and problem-solving skills, with keen attention to detail.
- Strong customer services mindset, especially when engaging with internal stakeholders or external visitors.
- Basic budgeting and cost control related to office operations and procurement.
- Immediately available is preferred.
- Candidates with less experience will be considered for the position of Associate Officer.

Applications should be marked "**Confidential**" quoting the reference **[O(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@hkiipa.org.hk.

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