



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 / ADMINISTRATOR (PRACTICAL EXPERIENCE), EDUCATION & TRAINING, EDUCATION & TRAINING

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 and 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 two years' 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 will be considered and appointed in accordance with their relevant experience.

Applications should be marked "Confidential" quoting the reference [AO/A(PE)-E&T] with full details of education, professional qualification, 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.*