



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:

TEMPORARY ASSOCIATE OFFICER (PROFESSIONAL LEARNING & DEVELOPMENT), EDUCATION & TRAINING (Ref. TAO-E&T)

Contract Period: from now to 30 June 2026

Role and Responsibilities

Provide organization support for continuing professional development (CPD) activities:

1. Course Planning and Development

- Follow-up with speakers and prepare event timetable.
- Plan re-run events by inviting speakers with high performance rating.
- Plan joint events with other institutes/ organizations.
- Organize CPD events (in any formats).
 - liaise with speakers on topics, dates, biographies and synopsis, and prepare promotional flyers.
 - co-ordinate with other departments on circulation of promotional messages/ materials and logistics arrangements for events.
 - update CPD programmes on the HKICPA website and event database.
 - monitor enrolment status, quality of courses and speakers via participants' evaluations.
 - Oversee the arrangements for profit sharing with collaboration partners.
- Handle enquiries relating to CPD matters.

2. Others

- Assist in providing secretarial support to committees, panels, sub-committees, working groups supported by the department.
- Perform any other duties as assigned.

Qualifications and Required Attributes

- Recognized degree with at least five years of relevant experience
- Responsible, self-motivated, detail-oriented, well-organized and capable of managing multiple priorities effectively
- Proactive and collaborative team player with strong communication and interpersonal skills
- Good command in written and spoken English and Chinese
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Willing to perform work outside regular office hours as needed

Applications should be marked "**Confidential**" quoting the relevant reference (**TAO-E&T**) with full details of education, work experience, present and expected salary, contact telephone number and earliest available date. 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@hkipa.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hkipa.org.hk.