



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:

ADMINISTRATOR (EXAMINATION), EDUCATION & TRAINING – [Ref.: A(EXAM)-E&T]

Role and Responsibilities

- Assist in the administration of Qualification Programme (QP), other professional examinations and relevant training activities for students and key players
- Assist in coordinating overseas examinations and prepare itineraries for related business travels
- Provide support in examination marking administration, marks processing, result release and other related matters
- Assist in arranging publications in relation to examinations
- Handle ad-hoc duties and projects assigned by supervisor

Qualifications and Required Attributes

- Diploma or above with at least two years of working experience
- Good command of written and spoken English and Chinese (Fluent in Putonghua would be an advantage)
- Proficient in MS Word, Excel, Power Point, Access and Chinese word processing
- Excellent telephone manner and communication skills
- Knowledge of database operation will be an advantage
- Self-motivated, well-organized, hardworking and meticulous
- Outgoing personality and a good team player
- Willing to work overtime

Applications should be marked "**Confidential**" quoting the reference **[A(EXAM)-E&T]** with full details of education, work experience, present and expected salaries, 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 at 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.