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, EDUCATION & TRAINING [Ref. AO(QPEXP)-E&T]

The Associate Officer will assist the Manager, Education and Training in all matters relating to the administration of the Institute's Practical Experience Framework (PEF). The PEF provides guidelines for the Institute's registered students in the attainment of practical experience for membership admission purpose. Students are required to be trained under the Institute's Authorized Employer (AE) or Authorized Supervisor (AS) complying with the PEF requirements.

Role and Responsibilities:

- Assist in the development, implementation and review of policies, procedures and systems related to the PEF
- Vet applications for AE/AS registration and renewal as well as liaise with the relevant parties
- Organize and conduct activities including site visits and information sessions under the AE/AS scheme
- Handle enquiries pertaining to the practical experience requirements
- Provide secretarial and administrative support to relevant committees and subgroups established within the above remit
- Handle ad-hoc projects and other duties as required

Qualifications and Required Attributes:

- A recognized university degree
- At least three years' relevant work experience, preferably from tertiary institutions, professional bodies or public organizations
- Strong administrative abilities and interpersonal skills
- Good command of written and spoken English and Chinese including Putonghua
- Proficient in MS Word, Excel, Powerpoint and Chinese word processing
- Able to work independently
- Proactive and a good team player with a positive attitude

Applications should be marked "**Confidential**" quoting the reference **[AO(QPEXP)-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 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.