



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants**, the only statutory licensing body of CPAs in Hong Kong, 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 caliber professional to join us for the following position:

**ASSOCIATE OFFICER (EXAMINATION), EDUCATION & TRAINING (6-MONTH CONTRACT)**  
**[Ref. AO(EXAM)-E&T]**

The successful candidate will assist the Managers of the Education and Training Department in all matters pertaining to examinations for the CPA Qualification Programme (QP) of the Institute.

**Role and Responsibilities**

- Support the examination setting process and examination administration;
- Coordinate the examination marking process, results release and script review service;
- Liaise with the examination administration service provider and examination venue provider;
- Prepare examination statistics reports;
- Organize examinations related meetings and activities;
- Update examination matters in the Institute's website; and
- Handle ad-hoc projects and other duties as required.

**Qualifications and Required Attributes**

1. A recognized university degree, preferably in business related field.
2. At least three years' relevant work experience, preferably from tertiary institutions or professional bodies
3. Good command of written and spoken English and Chinese, fluent Putonghua is preferred
4. High level of proficiency in Microsoft Word and Excel is a prerequisite
5. Strong administrative abilities and communication skills
6. Self-motivated, well-organised, able to work independently and attentive to details
7. Willing to perform overtime work as needed

Applications should be marked "**Confidential**" quoting the reference **[AO(EXAM)-E&T]** 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, Wanchai, Hong Kong** or by email to [hr@hki CPA.org.hk](mailto: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](http://www.hki CPA.org.hk).*