



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 ADMINISTRATOR (CPD), MEMBER SUPPORT – [Ref: AA(CPD)-MS]**

The successful candidate will assist the Officer of the Member Support Department in all matters pertaining to the Institute's continuing professional development (CPD) events.

#### **Role and Responsibilities**

- Assist in the operation of the Institute's CPD events, include planning, organizing and promoting CPD activities and handling enquiries in relation to CPD matters
- Prepare monthly/quarterly reports, reconciliations and annual budgets
- Provide secretarial and administrative support to committees, panels, sub-committees, working groups supported by the department
- Handle ad-hoc duties and projects assigned by supervisor(s)

#### **Qualifications and Required Attributes**

- Diploma or above with at least one year of relevant working experience, preferably from tertiary institutions, professional bodies or public organizations
- Good command of written and spoken English and Chinese (Fluent in Putonghua would be an advantage)
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing
- Good interpersonal and communication skills
- Able to work in a team environment
- Responsible, self-motivated, well-organized, accurate and meticulous

Applications should be marked "**Confidential**" quoting the reference **[AA(CPD)-MS]** 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@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).*