



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 caliber professional to join us for the following position:

**ASSOCIATE OFFICER (WORKSHOP),  
EDUCATION & TRAINING [Ref.: AO(WORKSHOP)-E&T]**

**Responsibilities:**

- Assist in the operation and administration of the Qualification Programme ("QP") workshops to be held in Hong Kong and the Mainland
- Assist in organizing QP relevant training activities to students and key players
- Provide support in the setting processes and administration of workshops
- Prepare statistics and reports on QP workshop results
- Arrange publications in relation to QP workshops
- Handle ad-hoc duties and projects assigned by supervisor

**Qualifications and required attributes:**

- Degree or above
- Good command of written and spoken English and Chinese, fluency in Putonghua preferred
- Proficient in MS Word, Excel, Power Point and Chinese word processing
- Good telephone manner and communication skills
- 3 years' working experience or above is preferred
- Knowledge of database operation will be an advantage
- Self-motivated, well-organized, hardworking and meticulous
- Outgoing personality and a good team player
- Willing to perform overtime duty

Applications should be marked "**Confidential**" quoting the reference [**AO(WORKSHOP)-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](mailto: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](http://www.hkicpa.org.hk).*