



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 (STUDENT ADMISSION), EDUCATION & TRAINING
(6-MONTH CONTRACT) [Ref. A(SA)-E&T]**

The successful candidate will assist the Officers and Managers of the Education and Training Department in matters pertaining to programme accreditation, student admission and registration for the Qualification Programme (QP) of the Institute.

Role and Responsibilities:

- Provide clerical support on tasks related to programme accreditation and student registration for the QP
- Assist in collating applications for student registration and module enrolment of the QP
- Answer general enquires pertaining to student registration matters; and
- Handle ad-hoc projects and other duties as required

Qualifications and Required Attributes:

- Diploma or above with at least three years' work experience, preferably from tertiary institutions or professional bodies
- Knowledge and hands-on experience of database operation is preferred
- Good command of written and spoken English and Chinese (fluent in Putonghua preferred)
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Good telephone manners and interpersonal skills
- Self-motivated, well-organized, able to work independently and attentive to details
- Willing to perform overtime work as needed; and
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **[A(SA)-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 at 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.*