



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:

ADMINISTRATOR, EDUCATION & TRAINING (Ref.: A(PEF)-E&T)

The successful candidate will assist the Officers and Managers of the Education and Training Department in matters pertaining to the Institute's Practical Experience Framework.

Role and Responsibilities:

- Provide clerical support on tasks relating to the Practical Experience Framework
- Assist in collating and processing applications
- Assist in organizing information sessions for stakeholders
- Answer general enquires pertaining to the practical experience requirements
- 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, professional bodies or public organizations
- Knowledge and hands-on experience of database operation is preferred
- Good command of written and spoken English and Chinese (fluent Putonghua would be an advantage)
- 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
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **(A(PEF)-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@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.