



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 (Specialist Training), Education & Training (Ref.: A-E&T-SP)

The successful candidate will provide administrative support in the execution of specialist training programmes and provide secretarial support to the related committees and groups. He/she should possess the following attributes:

- Diploma or above with at least 3 years' relevant work experience, preferably relating to training courses/examinations and student services
- Good command of written and spoken English and Chinese, including simplified Chinese
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing
- Good telephone manners and communication skills
- Responsible, self-motivated, well-organized and attentive to details
- Willing to perform overtime work (including Saturdays) as needed
- Immediate availability preferred

*(Applicants with less experience may be considered for the position of **Associate Administrator**)*

Applications should be marked "**Confidential**" quoting the reference **(A-E&T-SP)** 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.*