



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 professional to join us for the following position:

### **OFFICER, FINANCE & OPERATIONS [Ref. O-F&O]**

#### **Role and Responsibilities:**

- Assist in daily accounting operations, including both accounts payable and receivable
- Responsible for month-end closing and prepare monthly management accounts
- Prepare financial statements, annual report and audit schedules for statutory audit
- Assist in budgeting, treasury management and system implementation
- Assist in implementation of policies and procedures for accounting and operational areas
- Perform any ad hoc duties as assigned

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

- University graduate and qualified accountant
- Minimum 2 years of post qualification experience in financial accounting at supervisory level with a sizable organization (preferably with auditing experience in top-tier CPA firm)
- Good command of written English and Chinese
- Proficient in Microsoft Excel
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work independently and meet tight deadlines

Applications should be marked "**Confidential**" quoting the reference **[O-F&O]** 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@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).*