



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 professional to join us for the following position:

### **OFFICER (COMMUNICATIONS & EXTERNAL AFFAIRS), CORPORATE COMMUNICATIONS**

**[Ref.: O-CC]**

The successful candidate will assist the Manager, Corporate Communications, in all matters pertaining to the promotion of the Institute's Qualification Programme (QP).

#### **Role and Responsibilities**

- To provide administrative support in implementing QP Affiliate Club activities
- To organize promotional campaigns and activities for promoting QP
- To attend universities' students societies' activities and deliver talks at their events
- To liaise with employers, universities' teachers and students; and other stakeholders to promote the QP
- To draft promotional materials and work with in-house Corporate Communications Department and external production houses for publicity and promotional purposes
- To coordinate seminars and conduct workshops and other sponsorship/ publicity activities for tertiary institutions and relevant interested parties

#### **Qualifications and required attributes:**

- University graduate
- At least five years' marketing experience, preferably from tertiary educational institutions, professional bodies or public organizations
- Good command of written and spoken English and Chinese including Putonghua
- Strong administrative abilities, computer literacy and interpersonal skills

Applications should be marked "**Confidential**" quoting the reference **[O-CC]** 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](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).*