



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:

PART-TIME LIBRARIAN, FINANCE & OPERATIONS [Ref.: PTL-F&O]

Role and Responsibilities

- Manage the operations of the Institute's library and the virtual library
- Perform original cataloguing of library materials, updating and maintaining bibliographic record of the online catalogue
- Acquire appropriate books, periodicals and other relevant materials
- Subscribe online databases and serials
- Provide reference desk services, including of information enquiries, searching library resources from printed materials and online resources
- Perform any ad hoc duties as assigned

Qualifications and Required Attributes

- Degree in Library Science
- Accounting knowledge will be a definite advantage
- At least 3 years' relevant library experience
- Working knowledge of AACR2, USMARC, LC Classification Scheme and LC Subject Headings
- Experience in use of library systems
- Proficient in MS Word, Excel and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Well-organized, meticulous and able to work independently
- Working hours : 10:00 – 19:00 (3 days per week)

Applications should be marked "**Confidential**" quoting the reference **[PTL-F&O]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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.