



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:

TEMPORARY ASSOCIATE OFFICER (RENEWAL), ADMISSION [Ref. TAO-ADM(R)]

The successful candidate will assist the Associate Director of the Admission Department in all matters pertaining to annual renewal of CPAs, CPA practices and international affiliates during mid-November 2020 and end of February 2021.

Role and Responsibilities:

- Supervise the temporary staff members who are responsible for handling telephone enquiries and data entries
- Check and verify the accuracy of relevant reports
- Assist in replying to email enquiries and handle more complicated telephone enquiries
- Carry out other duties as assigned

Qualifications and Required Attributes:

- University graduate preferred
- Preferably with 2-3 years' experience in administrative/ customer service and supervision of junior staff
- Good command of written and spoken English and Chinese including Putonghua
- Computer literacy with strong interpersonal skills
- Ability to work independently with minimum supervision
- Willing to perform overtime work if necessary

Applications should be marked "**Confidential**" quoting the reference **[TAO-ADM(R)]** 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@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.*