



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:

ADMINISTRATOR, CORPORATE COMMUNICATIONS [Ref. A-CC]

The Administrator will assist in all matters pertaining to the promotion of the Institute's Qualification Programme (QP), stakeholder engagement initiatives and member events.

Role and Responsibilities:

- To assist in the arrangement of stakeholder events (students association and relevant NGOs)
- To assist in preparation of marketing collaterals/ publicity materials and communications (e-newsletter) for promoting QP Programme
- To support the organization of student and member events including preparing flyers, social media post, e-enrolment forms, registration and providing on-site support
- To coordinate with respective departments and correspondences in tertiary on event promotion/ arrangement
- To liaise with external vendors for event and premium productions
- To conduct daily new monitoring and, if necessary, research on topics assigned by Director of Corporate Communications
- To assist the logistical arrangement of media events
- To compile reports and records of members' and corporate events
- To assist in managing budget and expenses
- To handle ad-hoc projects and other duties as and when assigned by Director, Corporate Communications

Qualifications and Required Attributes:

- Diploma or above with minimum two years of working experience
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Chinese word processing, Excel and Power Point
- Well-organized and self-motivated team player with good communications and interpersonal skills

Applications should be marked "**Confidential**" quoting the reference [**Ref. A-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 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.