



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants** is the standard-setter for Hong Kong responsible for the development, maintenance and enhancement of Hong Kong standards with a focus on accounting, auditing and assurance in the private sector, and professional ethics for accountants. The Institute is also 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 the public interest of Hong Kong.

We are inviting high calibre professionals to join us for the following positions to lead the Institute's activities in an area that is central to maintaining the first class international profile of Hong Kong and the Institute:

## **SECRETARY, STANDARD SETTING (Ref. A-SS)**

### **Role and Responsibilities**

- To provide general secretarial and administrative support to Standard Setting Department including meetings and events coordination and business trip arrangement
- To assist in management department budget and expenses, monitor the budget and update the budget status as requested
- To prepare PRs, POs, IRs and budget control form for payment settling
- To provide logistic support to events including booking and setting up venue, video conference, preparing flyers, enrolment forms, registration and providing on-site support
- To coordinate with respective internal departments and external partners/vendors on event promotion/arrangement/meetings
- To update website and social media channels and respond to enquiries
- To assist in preparation of communication materials other than technical content
- To handle coordination of technical enquiries other than technical content
- To handle member record updates
- To monitor e-mail accounts and record keeping of correspondences, books
- To manage the Members' Handbook, including all activities other than determining technical content
- To handle ad-hoc projects and other duties as and when assigned by the technical staff of Standard Setting Department

### **Qualifications and Required Attributes**

- Diploma or above with good command of written and spoken English.
- Advanced word processing/typing skills in English and Chinese and adept at using MS Word.
- Skilled at creating professional and effective presentation slides and other visual aide, e.g. infographs, using PowerPoint or other application.

- Proficient in Excel.
- Adept at using digital tools to improve efficiency or in daily tasks.
- Detail-oriented.
- Good listening skills, capable at working with different personalities.
- Proactive and self-motivated, responsible, well-organized and meticulous.
- Outgoing personality with good interpersonal and communication skills.
- Willing to perform overtime duty.
- Experienced at or has an interest in media production would be an advantage.
- Experienced professional editing in English and Chinese would be an advantage.

Applications should be marked “**Confidential**” quoting the reference code **(A-SS)** 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 to [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).*