



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 to appropriate e-books, e-periodicals and useful reference databases
- Provide reference desk services, including information enquiries, searching library resources for printed materials and online resources
- Manage the communication with members and students on matters pertaining to the provision of library services
- Liaise with other professional bodies and tertiary institutions to explore collaboration and synergy in the provision and improvement of library services
- Conduct inventory check and maintain an accurate inventory record
- Prepare library reports, forecast and budget
- Provide back up support to service counter when required
- Perform ad hoc projects as assigned

**Qualifications and Required Attributes**

- Degree in Library Science
- Accounting knowledge will be a definite advantage
- At least 5 years' relevant library experience
- Working knowledge of AACR2, USMARC, LC Classification Scheme and LC Subject Headings
- Solid experience in use of library systems
- Proficient in MS Word, Excel and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Good organization skills and interpersonal skills
- Self-motivated, meticulous and able to work independently

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@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).*