



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

The Hong Kong Institute of Certified Public Accountants is 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.

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:

ADMINISTRATOR (ADMINISTRATION), FINANCE & ADMINISTRATION [Ref. A(ADM)-F&A]

Role and Responsibilities

- Assist in maintaining the office and training centre facilities in proper order
- Handle procurement of office supplies and office maintenance work
- Co-ordinate printing and mailing materials to members/firms/students
- Support and coordination for office improvement work
- Maintain accurate and proper record of fixed assets and inventory of souvenirs
- Manage the godown space, security and manpower in retrieval and delivery of inventories
- Prepare petty cash, payment invoices & consumption analysis reports etc. for Finance Department
- Manage the inventory control of office supplies
- Support and follow up food & beverage arrangement for events host by different departments
- Back up support for reception desk and counter services when required

Qualifications and Required Attributes

- Diploma or above with good spoken and written English and Chinese (knowledge of Putonghua is an advantage)
- Proficient in MS Word, Excel, PowerPoint and Chinese Word processing
- At least three years' working experience in administration
- Excellent telephone etiquette, pleasant, presentable, independent and a strong sense of responsibility
- Outgoing personality with good interpersonal and communication skills
- Proactive and a good team player with a positive attitude
- Immediately available is preferred

Applications should be marked "**Confidential**" quoting the reference code [Ref. A(ADM)-F&A] with full details of education, work experience, present an 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@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.