



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.

To meet our business development needs, we are inviting high caliber professional to join us for the following position:

### **ADMINISTRATOR, EDUCATION & TRAINING [Ref.: A(PEF)-E&T]**

The successful candidate will assist the Officers and Managers of the Education and Training Department in matters pertaining to the Institute's Practical Experience Framework.

#### **Role and Responsibilities:**

- Provide clerical support on tasks relating to the Practical Experience Framework
- Assist in collating and processing applications
- Assist in organizing information sessions for stakeholders
- Answer general enquires pertaining to the practical experience requirements
- Handle ad-hoc projects and other duties as required

#### **Qualifications and Required Attributes:**

- Diploma or above with at least three years' work experience, preferably from tertiary institutions, professional bodies or public organizations
- Knowledge and hands-on experience of database operation is preferred
- Good command of written and spoken English and Chinese (fluent Putonghua would be an advantage)
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Good telephone manners and interpersonal skills
- Self-motivated, well-organized, able to work independently and attentive to details
- Willing to perform overtime work as needed
- Immediate available preferred

Applications should be marked "Confidential" quoting the reference [A(PEF)-E&T] 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 to [hr@hkicpa.org.hk](mailto: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](http://www.hkicpa.org.hk).*