



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 calibre professionals to join us for the following position:

TEMPOARY ASSOCIATE OFFICER (PROFESSIONAL PROGRAMME), EDUCATION & TRAINING
[Ref: AO-E&T] (Contract Period: July & August 2024)

The Associate Officer will assist in the administration and delivery of Qualification Programme (QP) workshops and examinations.

Role and Responsibilities

- Assist in workshop administration matters, including workshop class allocation, workshop venue and virtual platform setup, handling student and workshop facilitators (WF) enquiries and requests, maintaining the QP Learning Centre, and preparing WF performance reports.
- Assist in preparing workshop results, including liaison with WF on scoring submissions, workshop marks processing, and result approval and release.
- Assist in the examination marking processes, including meeting preparation, marking administration, marks processing, and result approval and release.
- Assist the module-in-charge and the publisher during the process of production and development of QP study materials, including coordination and administration of publishing activities and logistics.
- Perform any other duties as assigned.

Qualifications and Required Attributes

- Degree in any disciplinary, with 3 to 5 years of relevant experience
- Self-motivated, well-organized, able to work independently, and attentive to details
- Good command of written and spoken English and Chinese (fluent Putonghua would be an advantage)
- Good team player with strong communication and interpersonal skills
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Willingness to perform overtime as required

Applications should be marked "**Confidential**" quoting the reference **[AO-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, Wan Chai, 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.*