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:

ADMINISTRATOR (Professional Programme), EDUCATION & TRAINING [Ref. A(PP)-E&T]

Role and responsibilities:

- Assist the Team Manager to co-ordinate the operational processes on the examination paper setting, enrolments, marking administration and implementation of examinations and/or workshops under the Qualification Programme ("QP")
- Maintenance of statistics and prepare the required information for internal reporting and external communication
- Provide administrative assistance on examination related meetings and activities
- Provide support on answering general enquires
- Assist in preparing publication materials
- Provide administrative support on ad-hoc duties and projects as required

Qualifications and Required Attributes:

- Diploma or above with at least three years relevant working experience.
- Applicants with less working experience will be considered as Associate Administrator
- Customer-focused with strong written and verbal communication skills including English and Chinese. Fluency in Putonghua is preferred
- A self-motivated and good team player with high level of attention to details
- Proficient in MS Word, Excel and Power Point
- Experience in digital tools, Chinese word process and/or database operation would be an advantage

Applications should be marked "Confidential" quoting the reference [A(PP)-E&T] with full details of education, professional qualification, 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**.

Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hkicpa.org.hk.