



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:

OFFICER/ ASSOCIATE OFFICER, MEMBERSHIP & ADMISSION [Ref. O/AO-ADM]

The successful candidate will assist the Director and Manager of Membership & Admission in the following matters:

- Administration of CPD compliance (annual renewal, exemption, extension applications and CPD audit) and handle related enquiries
- Process Insolvency SD/ advancement to fellow applications
- Process ICAEW applications and handle related matters
- Process applications for registration as registered public interest entity auditors ("PIE Auditors")
- Maintain the registers of local and overseas PIE Auditors
- Assist in the Institute's committee appointments and related matters
- Perform research work and other duties assigned by Director and Manager of Membership & Admission

Qualifications and Required Attributes:

- University graduate with a minimum of five years' relevant experience gained in a professional, regulatory or public body or an organization of similar nature.
- Good command of written and spoken English and Chinese including Putonghua
- Proficient in MS Word, Excel, Chinese Word Processing and PowerPoint
- Strong administrative abilities and interpersonal skills
- Well-organised, able to work independently and in teams
- Experience in system implementation is preferred

Applications should be marked "**Confidential**" quoting the reference **[O/AO-ADM]** 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 at 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.*