



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 accountancy 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 professional to join us for the following position:

ACCOUNTANT (ASSOCIATE OFFICER), FINANCE & ADMINISTRATION [Ref. AO-F&A]

Role and Responsibilities:

- Perform daily operations of accounts receivable and accounts payable tasks, bank reconciliation, petty cash management, etc
- Assist in inventory and fixed assets operation cycles
- Assist in treasury management and administration of bank accounts.
- Handle enquiries from members, students and other customers for finance related matters
- Assist in month-end closing and preparation of management reports
- Assist in annual budget, quarterly forecast and monitoring variance against actual results
- Assist in UAT for system implementation
- Assist in preparation of annual financial reports and audit schedules to auditors
- Perform any ad hoc duties as assigned

Qualifications and Required Attributes:

- University graduate in Accounting or related disciplines with 3 to 5 years relevant experience
- Experience with sizable organization or top-tier CPA firm is an advantage
- Well-organized, detailed oriented, able to work independently and meet tight deadlines
- Good command of both written and spoken English and Chinese
- Good computer literacy, especially in application of Microsoft Excel and Powerpoint
- Excellent interpersonal and communication skills
- Candidate with lower qualification or less work experience will be considered for a lower position as "Associate Accountant"

Applications should be marked "Confidential" quoting the reference **[AO-F&A]** 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.