



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants**, the only statutory licensing body of CPAs in Hong Kong, 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 (PROFESSIONAL PROGRAMME), EDUCATION & TRAINING – [Ref.: A (PP/SP)-E&T]**

**Responsibilities:**

- Assist in the operation and administration of specialist courses and the Qualification Programme workshops to be held in Hong Kong and the Mainland China
- Assist in the administration of the related training activities to students and key players
- Provide support in the setting processes and administration of workshops and trainings
- Assist in preparing statistics and reports on results
- Assist in arranging publications in relation to the workshops
- Handle ad-hoc duties and projects assigned by supervisor

**Qualifications and required attributes:**

- Diploma or above with at least three years' working experience, preferably from tertiary institutions, professional bodies or public organizations
- Good command of written and spoken English and Chinese, fluent in Putonghua preferred
- Experience in online training will be an advantage
- Proficient in Microsoft Word and Excel is a prerequisite
- Strong administrative abilities and communication 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 (PP/SP)-E&T]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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).*