



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:

OFFICER (PROFESSIONAL LEARNING & DEVELOPMENT), EDUCATION & TRAINING
[Ref: O(PL&D)-E&T]

Role and Responsibilities

- Plan, organize and execute logistic arrangements of online and webcast training programmes to support members' continuing professional development (CPD)
- Answer to incoming inquires and problem-solving when issues arises, both in technical and non-technical matters
- Work with service providers, speakers, and inter-departments to ensure the quality and timely delivery of online and webcast training programs
- Conduct reports on the effectiveness of online training programs through data analysis, evaluation surveys, and learner feedback
- Prepare regular reports, including incomes and expenses, analytical data, and relevant financial documents to measure the performance of training programmes
- Assist in marketing and promotion of the training programmes
- Perform administrative work including preparation of purchase requisitions, purchase orders and invoices, as well as preparation of budget and forecast, month-end accrual and commentary
- Assist in providing secretarial and administrative support to relevant committees, panels, sub-committees, working groups, work-streams supported by the department.
- Handle ad hoc projects as assigned

Qualifications and Required Attributes

- Recognised degree with at least five years of project management experience in related field, preferable with supervisory experience
- Solid project management, analytical and problem solving skills
- Well-organised, able to work independently and attentive to details
- Good command in written and spoken English and Chinese
- Good team player with strong communication and interpersonal skills
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Willing to perform overtime work as needed

Applications should be marked "**Confidential**" quoting the reference **[O(PL&D)-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.