



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:

SECRETARY, MEMBERSHIP & ADMISSION [Ref. SEC-M&A]

Role and Responsibilities

- To provide general secretarial and administrative support to Membership & Admission Department including meetings and events coordination.
- To assist in management department budget and expenses, monitor the budget and update the budget status as requested
- To prepare PRs, POs, IRs and budget control form for payment settling
- To coordinate with respective internal departments and external partners/vendors on event promotion/arrangement/meetings
- To update website and respond to enquiries
- To handle member record updates
- To monitor e-mail accounts and record keeping of correspondences
- To handle ad-hoc projects and other duties as and when assigned by the staff of Membership & Admission Department
- Prepare and update Standard Operations Procedures for the department
- Establish and monitor work schedules
- Manage procurement process and coordinate material and resources allocation
- To support in the processing of membership applications

Qualifications and required attributes

- Diploma or above with good command of written and spoken Chinese and English.
- Advanced word processing/typing skills in English and Chinese and adept at using MS Word.
- Proficient in Excel.
- Adept at using digital tools to improve efficiency or in daily tasks.
- Detail-oriented.
- Good listening skills, capable at working with different personalities.
- Proactive and self-motivated, responsible, well-organized and meticulous.
- Outgoing personality with good interpersonal and communication skills.
- Willing to perform overtime duty.

Applications should be marked "**Confidential**" quoting the reference **[SEC-M&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 to 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.*