



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:

ASSOCIATE OFFICER, EDUCATION AND TRAINING [Ref. AO-E&T]

Role and responsibilities:

- Plan, organize and promote CPD events (face-to-face events and e-learning programmes)
- Liaise with speakers/event chairmen on event arrangements and prepare promotion materials
- Liaise with professional bodies, tertiary institutions, programme providers on CPD-related matters
- Assist in deploying the Training Development Strategy
- Assist in negotiation with course providers on the terms of contracts and draft agreements
- Assist in preparing statistics and reports, income statements, reconciliations and annual budgets
- Provide administrative support to and organizing meetings for committees, panels, sub-committees, working groups supported by the department
- Answer enquiries in relation to CPD matters
- Support ad-hoc duties and projects as required

Qualifications and required attributes:

- University graduate with at least five years' relevant working experience, preferably in event management at tertiary institutions, professional bodies or public organizations
- Strong project management, communication and teamwork skills and able to work under pressure
- Self-motivated, well organized and attention to detail
- Experience in online training, promotion of training courses and knowledge of video production and editing will be an advantage
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing and Zoom
- Excellent command of written and spoken English and Chinese (fluent Putonghua would be an advantage)
- Willing to perform overtime duty as needed
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **[AO-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, Wanchai, 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.*