



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 / ASSOCIATE OFFICER (QUALIFICATION ASSESSMENT), EDUCATION & TRAINING**  
**[Ref: O(QA)-E&T] (Contract Period: 12-15 months)**

The successful candidate will assist the Managers and Deputy Director of the Education and Training Department in matters pertaining to a new qualification of the Institute's Qualification Programme.

**Role and Responsibilities**

- Perform vetting for QP applications
- Assist in programme accreditation
- Take part in user acceptance testing of an online system
- Handle general enquiries pertaining to the QP
- Handle ad-hoc projects and other duties as required

**Qualifications and Required Attributes**

- A recognized degree with three to five years of experience in member registration, project management or related areas
- Knowledge of programme accreditation will be an advantage
- Self-motivated, well-organized, able to work independently and attentive to details
- Good command of written and spoken English and Chinese (fluent Putonghua would be an advantage)
- Good team player with strong communication and interpersonal skills
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **[O(QA)-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](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).*