



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:

ADMINISTRATOR, EDUCATION & TRAINING – [Ref: A, E&T]

Role and Responsibilities:

- Assist in the operation and administration of the assigned team, such as Examination, Professional Programme, and Workshop teams
- Assist in various activities (e.g., organizing training activities, setting processes, and arranging publications)
- Prepare statistics and reports as well as answer general enquiries
- Support ad-hoc duties and projects as required

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, fluency in Putonghua preferred
- Proficient in MS Word, Excel, Power Point, Access and Chinese Word Processing
- Experience in online training and/or knowledge of database operation will be an advantage
- Strong administrative, good telephone manner and communication skills
- Self-motivated, well-organized, hardworking and meticulous
- Outgoing personality and a good team player
- Willing to perform overtime duty as needed
- Immediate available preferred

Application

Applications should be marked "Confidential" quoting the reference [A-E&T] with full details of education, professional qualification, 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.*