



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 professional to join us for the following position:

OFFICER, INFORMATION TECHNOLOGY [Ref. O-IT]

Role and Responsibilities

- Provide general administrative support and handle IT procurement processes such as purchase requisition, purchase order, goods receipt, invoice receipt and payment
- Support budgeting activities including year-end accruals
- Maintain the IT fixed asset register.
- Assist in preparing, renewing and updating various IT maintenance tenders and contracts on a regular basis
- Handle basic user enquiries and support Zoom meetings scheduling
- Assist in Project Administration tasks
- Handle ad-hoc projects as assigned
- Maintain close and good relationship with internal and external users, with excellent communication/ interpersonal skills and good business/commercial acumen.

Qualifications and Required Attributes:

- Diploma or above in Information Technology, Computer Science or related disciplines is preferred
- Over 5 year relevant experience in sizable organizations
- Excellent computer skills and proficient in MS Office application
- Good communication and interpersonal skills
- Detail-minded, patient, independent and well organized
- Customer-oriented and self-motivated
- Excellent teamwork and a good team player
- Good in written English; fluent in spoken English and Cantonese

Applications should be marked "**Confidential**" quoting the reference [**Ref. O-IT**] 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 at 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.*