



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 accountancy 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:

**ADMINISTRATOR/ ASSOCIATE ADMINISTRATOR, FINANCE (6-MONTH CONTRACT)**

**[Ref. TA-F&O]**

**Role and Responsibilities:**

- Assist in daily operations of accounts payable tasks and petty cash management
- Assist in fixed assets accounting and maintaining fixed assets register
- Assist in month-end closing, including bank reconciliation and preparation of accounting schedules, etc.
- Assist in annual audit, including preparation of audit schedules and handling request from external auditors
- Perform any ad hoc duties as assigned

**Qualifications and Required Attributes:**

- Diploma or above with HKIAAT, LCC Intermediate level or equivalent
- Minimum 2-3 years of relevant working experience
- Able to work independently, well organized, self-motivated and detail oriented
- Good command of English and Chinese
- Proficiency in applications of Microsoft Excel
- Good interpersonal and communication skills

Applications should be marked "Confidential" quoting the reference **[TA-F&O]** 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](mailto: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](http://www.hki CPA.org.hk).*