



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 professionals to join us for the following position:

OFFICER / ASSOCIATE OFFICER (ADMINISTRATION AND LIBRARY), FINANCE & OPERATIONS

[Ref.: O-F&O]

Role and Responsibilities

- Manage the operations of the Institute's library and the virtual library
- Perform original cataloguing of library materials, updating and maintaining bibliographic record of the online catalogue
- Acquire appropriate books, periodicals and other relevant materials
- Subscribe to appropriate e-books, e-periodicals and useful reference databases
- Provide reference desk services, including information enquiries, searching library resources for printed materials and online resources
- Manage the communication with members and students on matters pertaining to the provision of library services
- Provide administrative support in all aspects of office administration work including co-ordination of office renovation and maintenance, printing service, counter service and training facilities management
- Supervise the counter services team to provide quality counter services
- Perform ad hoc projects as assigned

Qualifications and Required Attributes

- Degree in Library Science
- Accounting knowledge will be a definite advantage
- At least 3 years' relevant library experience
- Working knowledge of AACR2, USMARC, LC Classification Scheme and LC Subject Headings
- Experience in use of library systems
- Proficient in MS Word, Excel and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Strong administrative abilities and interpersonal skills
- Well-organized, meticulous and able to work independently

Applications should be marked "**Confidential**" quoting the reference **[O-F&O]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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.