



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:

ASSOCIATE OFFICER (STUDENT ADMISSION), EDUCATION & TRAINING
[Ref. AO(SA)-E&T]

The successful candidate will assist the Managers of the Education and Training Department in all matters pertaining to student registration and programme accreditation for the CPA Qualification Programme (QP) of the Institute.

Role and Responsibilities:

- Maintain the student register and database of student registration and accreditation
- Handle applications for student registration and module enrolment of the QP
- Maintain registration system and monitor student registration procedures
- Assist in programme accreditation matters
- Assist in planning and executing projects
- Prepare regular statistical analysis reports
- Answer general enquires pertaining to student registration and programme accreditation matters
- Handle ad-hoc projects and other duties as required

Qualifications and Required Attributes:

- Recognised degree with at least three years' working experience in data processing and administration matter, preferably from tertiary institutions or professional bodies
- Strong project management, analytical and problem solving skills
- Good command of written and spoken English and Chinese (fluent in Putonghua preferred)
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Good computer knowledge, experience in computer system enhancement preferred
- Excellent interpersonal, communication skills and team player
- Self-motivated, well-organised, able to work independently and attentive to details
- Willing to perform overtime work as needed

Candidates with less experience will be considered as the position of an Administrator.

Applications should be marked "**Confidential**" quoting the reference **[AO(SA)-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, 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.*