



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 development needs, we are inviting high calibre professionals to join us for the following position:

ASSOCIATE OFFICER, QUALITY ASSURANCE (Ref. AO-QA)

Role and Responsibilities

- Carry out administrative duties for the Quality Assurance Department to support the development and implementation of an enhanced anti-money laundering and counter-terrorist financing ("AML / CTF") risk-based supervision and other quality assurance programmes
- Provide clerical and administrative support in committee and task force meetings, profession-wide surveys, seminars and forums
- Prepare and co-ordinate the publications of materials and member communications relating to the enhanced AML / CTF risk-based supervision and other quality assurance programmes
- Handle telephone enquiries
- Handle ad hoc assignments as required

Qualifications and Required Attributes

- University graduate preferably in Accounting/Finance/Business Administration with at least five years' relevant working experience
- Hands-on experience relating to AML / CTF compliance and/or handling member enquiries or industry survey is an advantage
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel and PowerPoint
- A well-organized person with good interpersonal and communication skills; diligent and attentive to details
- A good team player with positive attitude and able to work on own initiative
- Responsible, self-motivated and able to work independently

Applications should be marked “**Confidential**” quoting the reference code **(AO-QA)** 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.