



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  
(6-MONTH CONTRACT) [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 for the CPA Qualification Programme (QP) of the Institute.

**Role and Responsibilities:**

- Maintain the student register
- Assist in vetting applications for QP student registration
- Assist in collating applications for student registration and module enrolment of the QP
- Assist in planning and executing the projects
- Prepare regular statistics analysis
- Answer general enquires pertaining to student registration matters; and
- Handle ad-hoc projects and other duties as required

**Qualifications and Required Attributes:**

- University graduate with at least three years' working experience in data processing and administration matter
- 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; and
- Immediate available preferred

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@hkicpa.org.hk](mailto:hr@hkicpa.org.hk).

*Personal data provided will be used for recruitment purpose only.  
For more information, please visit our website at [www.hkicpa.org.hk](http://www.hkicpa.org.hk).*