



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, FINANCE [Ref. A-F&O]**

##### **Role and Responsibilities:**

- Perform daily operations of accounts receivable & accounts payable tasks, bank reconciliation, petty cash management, etc
- Assist in inventory and fixed assets operation cycles
- Assist in month-end closing and preparation of management reports
- Assist in preparation of annual financial reports and audit schedules to auditors
- Perform any ad hoc duties as assigned

##### **Qualifications and Required Attributes:**

- Diploma or above with HKIAAT, LCC Intermediate level or equivalent with 3-5 years relevant working experience
- Fresh graduate with Accountancy Degree would also be considered
- Detail oriented and well organized
- Able to work independently and complete tasks on time under pressure
- Proficiency in written English and Chinese
- Proficiency in application of Microsoft Excel
- Excellent interpersonal and communication skills
- Candidates with less experience will be considered as Associate Administrator

Applications should be marked "Confidential" quoting the reference **[A-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).*