



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:

ASSISTANT ACCOUNTANT (ADMINISTRATOR), FINANCE & OPERATIONS [Ref. A-F&O]

Role and Responsibilities:

- Perform daily operations of 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:

- University graduate in Accounting or related disciplines with 3 to 5 years relevant experience
- Graduate of Higher Diploma / Associate Degree with over 5 years relevant working experience in accounting, auditing and other related fields will also be considered
- Detail oriented and well organized
- Able to work independently and complete tasks on time under pressure
- Good command of both written and spoken English and Chinese
- Good computer literacy, especially in application of Microsoft Excel
- Excellent interpersonal and communication skills

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@hkcipa.org.hk.

*Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hkcipa.org.hk.*