



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:

### **ADMINISTRATOR, CORPORATE COMMUNICATIONS [Ref. A-CC]**

The Administrator will assist in all matters pertaining to the promotion of the Institute's Qualification Programme (QP), stakeholder engagement initiatives and member events.

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

- To assist in the arrangement of stakeholder events (students association and relevant NGOs) and media events
- To assist in preparation of marketing collaterals/ publicity materials and communications (e-newsletter and social media posts) for promoting QP and other events
- To conduct daily new monitoring and, if necessary, research on topics assigned by Director of Corporate Communications
- To assist in managing budget and expenses
- To handle ad-hoc projects and other duties as and when assigned by Director, Corporate Communications

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

- Diploma or above with minimum three years of working experience
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Chinese word processing, Excel and Power Point
- Well-organized and self-motivated team player with good communications and interpersonal skills

Applications should be marked "**Confidential**" quoting the reference [**Ref. A-CC**] 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@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).*