



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 MANAGER (EXAMINATION), EDUCATION & TRAINING – [Ref.: AM(EXAM)-E&T]**

**Responsibilities:**

- Support the examination setting process and examination administration;
- Coordinate the examination marking process, results release and script review service;
- Liaise with the examination administration service provider and examination venue provider;
- Coordinate the examinations in China or overseas;
- Prepare related examination results statistics reports;
- Organize examinations related meetings and activities;
- Update examination matters in the Institute's website;
- Assist in the enhancement of information system and re-engineering projects;
- Provide secretarial and administrative support to relevant committees and working groups; and
- Handle ad-hoc projects and other duties as required

**Qualifications and required attributes:**

- A recognized university degree, preferably in business related field.
- At least five years' relevant work experience, preferably from tertiary institutions or professional bodies.
- Strong managerial and administrative abilities and interpersonal skills.
- Excellent command of written and spoken English and Chinese, fluency Putonghua is a MUST.
- High level of proficiency in Microsoft Word, Excel and PowerPoint is a prerequisite.
- Good communication and presentation skills and able to interact with all levels, both within and outside the organization, and represent the Institute with professionalism.
- Able to work independently under pressure and supervise subordinates effectively.
- Outgoing personality and a good team player
- Willing to perform overtime work as needed
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **[AM(EXAM)-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@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).*