



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants, the only statutory licensing body of CPAs in Hong Kong, is 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 caliber professional to join us for the following position:

ADMINISTRATOR (WORKSHOP), EDUCATION & TRAINING – [Ref.: A (WORKSHOP)-E&T]

Responsibilities:

- Assist in the operation and administration of the Qualification Programme ("QP") workshops to be held in Hong Kong and the Mainland
- Assist in organizing QP relevant training activities to students and key players
- Provide support in the setting processes and administration of workshops
- Prepare statistics and reports on QP workshop results
- Arrange publications in relation to QP workshops
- Handle ad-hoc duties and projects assigned by supervisor

Qualifications and required attributes:

- Diploma or above with at least three years' working experience, preferably from tertiary institutions, professional bodies or public organizations
- Good command of written and spoken English and Chinese, fluency in Putonghua preferred
- Proficient in MS Word, Excel, Power Point and Chinese word processing
- Experience in online training will be an advantage
- Knowledge of database operation will be an advantage
- Good telephone manner and communication skills
- Self-motivated, well-organized, hardworking and meticulous
- Outgoing personality and a good team player
- Willing to perform overtime duty
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **[A (WORKSHOP)-E&T]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hki CPA.org.hk.