



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 & ADMINISTRATION [Ref. A-F&A]

Role and Responsibilities:

- Provide administrative support to the Finance & Administration Department, including filing and scanning of documents, handling incoming and outgoing documents/letters, coordination for meetings, signatures arrangement, updating phone directory, printing name cards, arranging office signage for senior staff, etc.
- Back-up role for Executive Secretary whenever necessary.
- Responsible for contract management and custody.
- Maintain updated register for signing specimen of Associate Director or above.
- Coordination to gather corporate expenses report and supporting documents.
- Assist in change of bank authorized signatories.
- Administrative support for Council Election, AGM and EGM.
- Assist in daily accounting or administrative duties as required.
- Handle any ad hoc projects or other duties as assigned.

Qualifications and Required Attributes:

- University graduate in Business Administration or related disciplines with 3 to 5 years relevant experience
- 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&A]** 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.

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