



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 professional to join us for the following position:

ASSOCIATE MANAGER / OFFICER, FINANCE & OPERATIONS (6-MONTH CONTRACT) [Ref. AM/O-C-F&O]

Role and Responsibilities:

- Assist in daily accounting operations, including both accounts payable and receivable
- Responsible for month-end closing and prepare monthly management accounts
- Prepare financial statements, annual report and audit schedules for statutory audit
- Assist in budgeting, treasury management and system implementation
- Perform any ad hoc duties as assigned

Qualifications and Required Attributes:

- University graduate and qualified accountant
- Minimum 3 years of post qualification experience in financial accounting at supervisory level with a sizable organization
- At least 3 years of auditing experience and hands-on experience in dealing with external auditors and statutory audit
- Experience in system implementation is preferred
- Proficient in application of Microsoft Excel and PowerPoint
- Proficient in written English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work independently and meet tight deadlines

Applications should be marked "**Confidential**" quoting the reference **[AM/O-C-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@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.