



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:

**ACCOUNTANT (ASSOCIATE OFFICER), FINANCE & ADMINISTRATION [Ref. AO-F&A]**

Role and Responsibilities:

- Responsible for daily accounting operations, petty cash management, bank reconciliation, etc.
- Assist in inventory and fixed assets operation cycles
- Handle finance related enquiries from members, students and other stakeholders
- Assist in month-end closing, prepare monthly management reports and quarterly dashboard
- Preparation of financial statements, annual report and audit schedules for statutory audit
- Assist in treasury management and cash flow forecast; time deposits arrangement; e-banking administration; management of authorized bank signatories, etc.
- Assist in annual budget, quarterly forecast and monitoring variance against actual results
- Assist in UAT for system implementation
- Perform any ad hoc duties as assigned

Requirement:

- University graduate in Accounting or related disciplines with 3 to 5 years relevant experience (Candidate with lower qualification or less work experience will be considered for a lower position as "Assistant Accountant")
- Experience with sizable organization or top-tier CPA firm is an advantage
- Good command of both written and spoken English and Chinese
- Good computer literacy, especially in application of Microsoft Excel and Powerpoint
- Excellent interpersonal and communication skills
- Well-organized, detailed oriented, able to work independently and meet tight deadlines

Application

Applications should be marked "Confidential" quoting the reference [AO-F&A] with full details of education, professional qualification, 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@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).*