



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 OFFICER, EDUCATION & TRAINING [Ref. AO(PEXP)-E&T]

The successful candidate will assist the Manager, Education and Training in all matters pertaining to the administration of the Institute's Practical Experience Framework.

Role and Responsibilities:

- Process new/renewal applications of authorised employers ("AE")/ authorised supervisor ("AS") as well as records update
- Arrange and conduct site visits to AE/AS, and prepare post-visit reports
- Provide administrative support in serving the Review Panel
- Handle enquiries from existing or potential AE/AS, QP and other prospective students
- Handle ad-hoc projects and other duties as required

Qualifications and Required Attributes:

- A recognized university degree
- About 5 years' relevant work experience, preferably from tertiary institutions, professional bodies or public organizations
- Strong administrative abilities and interpersonal skills
- Good command of written and spoken English and Chinese including Putonghua
- Proficient in MS Word, Excel, Powerpoint and Chinese word processing
- Proactive and a good team player with a positive attitude

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