



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 calibre professionals to join us for the following position:

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

Responsibilities:

- Assist in marking administration, marks processing, results release and related activities
- Coordinate the marking school logistics
- Provide clerical support in the setting of examination papers of the Qualification Programme
- Assist in coordinating overseas examinations and prepare itineraries for business travels
- Process applications for examination related services
- Assist in arranging publications in relation to examinations
- Answer general enquiries pertaining to examinations
- Handle ad-hoc projects and other duties as required

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, Access and Chinese word processing
- Excellent telephone manner and communication skills
- Knowledge of database operation will be an advantage
- Self-motivated, well-organized, meticulous and able to work independently
- Outgoing personality and a good team player
- Willing to perform overtime work as needed
- Immediately available preferred

Applications should be marked "**Confidential**" quoting the reference **[A(EXAM)-E&T]** 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 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.