



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 individual to join us for the following position:

### **ASSOCIATE ADMINISTRATOR, QUALITY ASSURANCE (Ref: AA-QA)**

#### **Qualifications and Required Attributes**

- F.5 / DSE or above with minimum two years of working experience
- Provide administrative and clerical support to the department
- Provide clerical support in Committee work, Seminars/Forums and ad hoc projects
- Handle telephone enquiries
- Perform any other duties as assigned by supervisors

(Strong word processing skills required. Clerical experience in accounting firms would be an advantage)

Applications should be marked "**Confidential**" quoting the reference code **(AA-QA)** 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 at **[hr@hki CPA.org.hk](mailto: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](http://www.hki CPA.org.hk).*