



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 in 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 a high-calibre individual to join us for the following position:

### **ASSOCIATE OFFICER, QUALITY ASSURANCE [Ref. AO-QA]**

#### **Role and Responsibilities:**

- Carry out administrative duties for the Quality Assurance Department to support the practice review, professional standards monitoring and other quality assurance programmes
- Provide clerical and administrative support in Committee work and Seminars/Forums
- Handle telephone enquiries
- Handle ad hoc assignments as required

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

- University graduate preferably in Accounting/Finance/Business Administration with at least three years' relevant working experience
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel and PowerPoint
- A well-organized person with good interpersonal and communication skills; diligent and attentive to details
- A good team player with positive attitude and able to work on own initiative
- Responsible, self-motivated and able to work independently

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