



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@hkicap.org.hk](mailto:hr@hkicap.org.hk).

*Personal data provided will be used for recruitment purpose only.  
For more information, please visit our website at [www.hkicap.org.hk](http://www.hkicap.org.hk).*