



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 accountancy 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 professional to join us for the following position:

### **ASSOCIATE OFFICER, FINANCE & OPERATIONS [Ref. AO-F&O]**

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

- Perform daily operations of accounts receivable tasks, bank reconciliation, petty cash management, etc
- Assist in inventory and fixed assets operation cycles
- Handle enquiries from members, students and other customers for finance related matters
- Assist in month-end closing and preparation of management reports
- Assist in preparation of annual financial reports and audit schedules to auditors
- Perform any ad hoc duties as assigned

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

- University graduate in Accounting or related disciplines with 3 to 5 years relevant experience
- Detail oriented and well organized
- Able to work independently and complete tasks on time under pressure
- Good command of both written and spoken English and Chinese
- Good computer literacy, especially in application of Microsoft Excel
- Excellent interpersonal and communication skills
- Candidate with lower qualification or less work experience will be considered for a lower position as "Associate Accountant"

Applications should be marked "Confidential" quoting the reference **[AO-F&O]** 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@hkicpa.org.hk](mailto: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](http://www.hkicpa.org.hk).*