



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 candidates to join us for the following position:

WRITER, MEMBER & PUBLIC RELATIONS [Ref. CW-CC]

Role and Responsibilities

- Responsible for drafting bilingual communications including letters, announcements, publications, presentations and marketing materials.
- Handle all bilingual writing assignments for all business activities of the Institute including speeches, press releases and other press materials, and translation.

Qualifications and Required Attributes

- Degree or above in Chinese/English Language, Communications, Journalism or relevant disciplines
- At least five years of working experience in writing or other equivalent work in the media or public relations or corporate communications related functions
- Excellent Chinese and English business and speech writing (including the style used in Mainland)
- Social-political sensitivity on news about the business world
- Independent and self-motivated
- Critical thinking and proactive
- Agile mind with power of analysis

Applications should be marked "**Confidential**" quoting the reference **[CW-CC]** 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 to 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.