



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 professionals to join us for the following position:

**ADMINISTRATOR/ ASSOCIATE ADMINISTRATOR, FINANCE & OPERATIONS [Ref.: A/AA-F&O]**

**Role and Responsibilities**

- Ensure the office and training centre facilities are in proper order
- Responsible for office maintenance work
- Implement and co-ordinate the office renovation and relocation
- Maintain accurate and proper record of fixed assets and inventory of souvenirs
- Manage the godown space, security and manpower in retrieval and delivery of inventories
- Prepare petty cash, payment invoices & consumption analysis reports etc. for Finance Department
- Manage the inventory control of office supplies
- Order food and beverage for event departments and follow up on the orders to be delivered
- Back up support for reception desk and counter services when required

**Qualifications and Required Attributes**

- Diploma or above with good spoken and written English and Chinese (Knowledge of Putonghua is an advantage)
- At least three years' working experience in administration
- Excellent telephone etiquette, pleasant, presentable, independent and a strong sense of responsibility
- Outgoing personality with good interpersonal and communication skills
- Proactive and a good team player with a positive attitude
- Immediately available is preferred

Applications should be marked "**Confidential**" quoting the reference **[A/AA-F&O]** 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@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).*