



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:

ADMINISTRATOR / ASSOCIATE ADMINISTRATOR (CPD), MEMBER SUPPORT – [Ref.: A/AA-MS]

The successful candidate will assist the Officer of the Member Support Department in all matters pertaining to the Institute's continuing professional development (CPD) events.

Role and Responsibilities

- Assist in the operation of the Institute's CPD events, include planning, organizing and promoting CPD activities and handling enquiries in relation to CPD matters
- Prepare monthly/quarterly reports, reconciliations and annual budgets
- Provide secretarial and administrative support to committees, panels, sub-committees, working groups supported by the department
- Handle ad-hoc duties and projects assigned by supervisor(s)

Qualifications and Required Attributes

- Diploma or above with at least three years of relevant working experience, preferably from tertiary institutions, professional bodies or public organizations
- Good command of written and spoken English and Chinese (Fluent in Putonghua would be an advantage)
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing
- Good interpersonal and communication skills
- Able to work in a team environment
- Responsible, self-motivated, well-organized, accurate and meticulous
- Candidate with less experience will be considered as Associate Administrator

Applications should be marked "**Confidential**" quoting the reference **[A/AA-MS]** 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@hkiipa.org.hk

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hkiipa.org.hk.