



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

The Hong Kong Institute of Certified Public Accountants, the only statutory licensing body of CPAs in Hong Kong, is 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:

### **ASSOCIATE OFFICER, EDUCATION & TRAINING – [Ref.: AO-E&T]**

#### **Responsibilities:**

- Provide clerical support in setting of the examination papers of the Qualification Programme (QP) and other professional examinations
- Provide clerical support in examination marking administration, marks processing, results release and other related matters
- Assist in organizing the QP examinations, other professional examinations and relevant training activities for students and key players
- Assist in arranging publications in relation to examinations
- Answer general enquiries pertaining to the examinations
- Handle ad-hoc projects and other duties as required

#### **Qualifications and required attributes:**

- Diploma or above with at least three years' working experience, preferably from tertiary institutions, professional bodies or public organizations
- Good command of written and spoken English and Chinese (fluency in Putonghua is an advantage)
- Proficient in MS Word, Excel, Power Point, Access and Chinese word processing
- Excellent telephone manner and communication skills
- Knowledge of database operation will be an advantage
- Self-motivated, well-organized, meticulous and able to work independently
- Outgoing personality and a good team player
- Willing to perform overtime work as needed
- Immediate available preferred

Applications should be marked "**Confidential**" quoting the reference **[AO-E&T]** 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 to [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).*