



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 (PART-TIME), EDUCATION & TRAINING [Ref. A(PT)-E&T]**

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

- Assist the Team Manager to co-ordinate the operational processes on the student applicants, enrolments, and/ or implementation of workshops and examinations under the Qualification Programme ("QP")
- Maintenance of statistics and prepare the required information for internal reporting and external communication
- Provide support on answering general enquires
- Provide administrative support on ad-hoc duties and projects as required

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

- Diploma or above with at least three years relevant working experience. Applicants with less working experience will be considered as Associate Administrator
- Customer-focused with strong written and verbal communication skills including English and Chinese. Fluency in Putonghua is preferred
- A self-motivated and good team player with high level of attention to details
- Proficient in MS Word, Excel and Power Point
- Experience in Access, Chinese word process and/or database operation would be an advantage
- 3-month contract (renewable subject to mutual agreement); about 20 hours per work; schedule to be discussed.

Applications should be marked "**Confidential**" quoting the reference **[A(PT)-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).*