



**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.

We are inviting a high calibre experienced person to join us for the following position that will provide an opportunity to support the Institute's activities in an area that is central to maintaining the first class international profile of Hong Kong and the Institute:

### **TEMPORARY SECRETARY, ADVOCACY AND PRACTICE DEVELOPMENT (3-MONTH)**

**(Ref. TS-A&PD)**

#### **Role and Responsibilities**

- Provide secretarial and administrative support to the department including typing, photo-copying, filing documents, and taking telephone messages
- Help to arrange and update director's business schedules/ appointments
- Arrange committee meetings
- Undertake ad hoc assignments

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

- F.7 or above with formal secretarial training
- At least 5 years of secretarial experience
- Good command of spoken and written English and Chinese
- Proficiency in MS Word, Chinese Word Processing, Excel and PowerPoint
- Well-organized and self-motivated team player with good interpersonal skills

Applications should be marked "**Confidential**" quoting the reference code **(TS-A&PD)** with full details of education, work experience, present and expected salary, 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@hkcipa.org.hk](mailto:hr@hkcipa.org.hk)

*Personal data provided will be used for recruitment purpose only.*

*For more information, please visit our website at [www.hkcipa.org.hk](http://www.hkcipa.org.hk).*