



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

The Hong Kong Institute of Certified Public Accountants 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:

**TEMPORARY ASSOCIATE OFFICER, MEMBERSHIP & ADMISSION [Ref: AO-M&A]
(Contract Period: 3 months)**

Roles and Responsibilities

- Provide administrative support for processing Continuing Professional Development (CPD) compliance audit.
- Vet the documents received and update records in the system.
- Provide general clerical assistance to the department staff members.
- Perform other duties as assigned.

Qualifications and Required Attributes:

- Degree in any discipline; higher diploma graduates will be considered
- 3 to 5 years of experience in the relevant industry; experience in CPD audit will be an advantage
- Good command of written and spoken English and Chinese, with knowledge of Putonghua
- Proficient in MS Word, Excel, Chinese word processing, etc.
- Strong interpersonal and communication skills
- Well-organized, meticulous, able to work independently as well as in teams

Applications should be marked "**Confidential**" quoting the reference **[AO-M&A]** 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, Wan Chai, Hong Kong** or by email to hr@hki CPA.org.hk.

*Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hki CPA.org.hk.*