



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

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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:

ASSOCIATE ACCOUNTANT, FINANCE & ADMINISTRATION (Ref. AA-F&A)

Duties and Responsibilities:

- Responsible for daily accounting duties for Account Payable, including invoice processing, expense claims, preparation of payments and related journals.
- Liaise with internal and / or external parties on accounting / payment matters.
- Prepare monthly reconciliations, account and audit schedules.
- Assist with month-end and year-end closing procedures.
- Maintain organized records of all transactions and supporting documentation.
- Support bank account management and treasury functions.
- Ensure transactions comply with internal procedures, policies and guidelines.
- Assist in process improvement projects and support user acceptance testing.
- Perform any ad hoc duties as assigned.

Qualifications and Required Attributes:

- University graduate in accounting or related disciplines with 2 to 3 years' relevant experience
- Student member of HKICPA or other related professional bodies
- Proficiency in Microsoft Excel and Word
- Good command of both written and spoken English and Chinese
- Excellent interpersonal and communication skills
- Well-organized, detail-oriented, able to work under pressure independently and self-motivated

Applications should be marked "Confidential" quoting the relevant reference (AA-Finance) 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@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.