



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 (MAINLAND CHINA DEVELOPMENT), CORPORATE COMMUNICATIONS [Ref. A(MCD)-CC]

The Administrator will assist in all matters pertaining to the promotion of the Institute's Qualification Programme (QP), stakeholder engagement initiatives and member events in Hong Kong and Mainland China.

Role and Responsibilities:

Marketing and Events

- To assist in preparation of marketing collaterals/ publicity materials and communications for promoting QP Programme and events
- To provide logistic support to all events including booking and setting up venue/zoom, preparing flyers, WeChat post, enrolment forms, registration and providing on-site support
- To coordinate with respective internal departments and external partners/vendors on event promotion/arrangement
- To update event website and social media channels and respond to enquires
- To handle ad-hoc projects and other duties as and when assigned by Head of Mainland China Development

General administrative Support

- To provide general administrative support to Mainland China Development team including team meeting coordination, leave plan updates and business trip arrangement
- To assist in managing departmental budget and expenses, monitor the budget and update the budget status as requested
- To prepare PRs, POs, IRs and budget control form for payment settling
- To compile reports and records of all events and manage filing via Sharefolder

Qualifications and Required Attributes:

- Diploma or above with minimum three years of working experience
- Good command of written and spoken English and Chinese (Cantonese and Mandarin)
- Proficient in MS Word, Chinese word processing, Excel and Power Point
- Well-organized and self-motivated team player with good communications and interpersonal skills

Applications should be marked "**Confidential**" quoting the reference [Ref. A(MCD)-CC] 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 at 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.