



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

## Job Advertisement Form

To : Hong Kong Institute of CPAs  
37/F., Wu Chung House,  
213 Queen's Road East,  
Wanchai, Hong Kong  
Tel. : (852) 2287-7285 / 055  
Fax : (852) 2803-4620  
Email : [ms@hkipa.org.hk](mailto:ms@hkipa.org.hk)

(Job Reference No. \_\_\_\_\_)

FOR OFFICE USE

# HKICPA Source *Career and Opportunities for CPAs*

HKICPA Source ("Source") is an online listing of accounting and related career opportunities specially created for our members and students. The Institute collaborates with top recruitment agencies, accounting firms and business employers to come up with this Source. This is a FREE job posting service displaying around 30 days. It helps your organization to reach the large pool of CPAs in Hong Kong.

If you have a vacancy to fill, please complete the form below and return it to us by fax : 2803 4620 or email : [ms@hkipa.org.hk](mailto:ms@hkipa.org.hk). For enquiries, please call 2287 7285 / 055 or email : [ms@hkipa.org.hk](mailto:ms@hkipa.org.hk).

[One form for a job]

### Advertiser Information

Company Name: [English Name] \_\_\_\_\_

[Chinese Name, if any] \_\_\_\_\_

HKICPA Firm / Corporate Practice. No.: \_\_\_\_\_  
(if applicable)

Business Address: \_\_\_\_\_

Contact Person: (Mr./Mrs./Ms.) \_\_\_\_\_

(Name in BLOCK letters)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

(\* Please provide **ALL** the details which are compulsory and put a "✓" in the appropriate box. (**Select ONE ONLY**))

### Advertisement Details

(A) Job Title: \_\_\_\_\_

(B) Job Level

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accountant                           | <input type="checkbox"/> Assistant Accountant                    | <input type="checkbox"/> Business Owner / Proprietor / Partner |
| <input type="checkbox"/> CEO, Managing Director or equivalent | <input type="checkbox"/> CFO, Financial Controller or equivalent | <input type="checkbox"/> COO or equivalent                     |
| <input type="checkbox"/> Divisional Manager                   | <input type="checkbox"/> Executive Board Member                  | <input type="checkbox"/> Group Manager / General Manager       |
| <input type="checkbox"/> Non-executive Board Member           | <input type="checkbox"/> Team Leader                             | <input type="checkbox"/> Others                                |

(C) Job Type

- |                                   |                                    |                                    |
|-----------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary |
|-----------------------------------|------------------------------------|------------------------------------|

(D) Industry Sectors

- |   |  |
|---|--|
| <input type="checkbox"/> Private Sector | <input type="checkbox"/> Public Sector and Education |
|---|--|

**P.T.O.**

## **HKICPA Source - Job Advertisement Form** (cont'd)

**(E) Industry Sub-sector:** (please refer to (D) for the industry sector you have selected)

**Private Sector**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Advertising, marketing and related services  | <input type="checkbox"/> Agriculture and related industries | <input type="checkbox"/> Architectural, surveying and other engineering services |
| <input type="checkbox"/> Business management and consultancy services | <input type="checkbox"/> Construction                       | <input type="checkbox"/> CPA firm / practice                                     |
| <input type="checkbox"/> Data processing and tabulating services      | <input type="checkbox"/> Electricity / Gas / Water          | <input type="checkbox"/> Entertainment, hospitality, leisure, tourism, travel    |
| <input type="checkbox"/> Financial and insurance services             | <input type="checkbox"/> Healthcare                         | <input type="checkbox"/> Holding and conglomerate                                |
| <input type="checkbox"/> Import / Export trade                        | <input type="checkbox"/> Information and communications     | <input type="checkbox"/> Legal service   |
| <input type="checkbox"/> Logistics and transport                      | <input type="checkbox"/> Manufacturing                      | <input type="checkbox"/> Mining, oil and quarrying                               |
| <input type="checkbox"/> Real estate                                  | <input type="checkbox"/> Restaurants and hotels             | <input type="checkbox"/> Retail trade  |
| <input type="checkbox"/> Transportation / Storage                     | <input type="checkbox"/> Wholesale trade                    | <input type="checkbox"/> Other business services                                 |

**Public Sector and Education**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Government administration | <input type="checkbox"/> Education (Accountant)                | <input type="checkbox"/> Education (Academic)                   |
| <input type="checkbox"/> Healthcare                | <input type="checkbox"/> Not for profit charity or association | <input type="checkbox"/> NGO regulatory and professional bodies |
| <input type="checkbox"/> Religious organisation    | <input type="checkbox"/> Others                                |   |

**(F) Location**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Hong Kong      | <input type="checkbox"/> Kowloon                                      | <input type="checkbox"/> New Territories    |
| <input type="checkbox"/> Macau          | <input type="checkbox"/> Asia Pacific                                 | <input type="checkbox"/> Guangdong Province |
| <input type="checkbox"/> Northern China | <input type="checkbox"/> Southern China other than Guangdong Province | <input type="checkbox"/> Others             |

**(G) Year of Experience**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Fresh Graduate | <input type="checkbox"/> 1 - 4 years   | <input type="checkbox"/> 5 - 10 years |
| <input type="checkbox"/> 10 - 15 years  | <input type="checkbox"/> Over 15 years |                                       |

**(H) Salary (per annum)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> HK\$0 - HK\$500k  | <input type="checkbox"/> HK\$500k – HK\$1m | <input type="checkbox"/> HK\$1 – HK\$1.5m |
| <input type="checkbox"/> HK\$1.5m – HK\$2m | <input type="checkbox"/> > HK\$2m          | <input type="checkbox"/> Negotiable       |

**(I) Mode of Application** (to receive applications in one of the following modes.)

- ☐ Hyperlink: \_\_\_\_\_
- ☐ Email: \_\_\_\_\_

**(J) Attachment** (job details in word or PDF file to be posted together with the advertisement)

- ☐ Yes ☐ No

Name of responsible person

Title

Signature

Date

(dd/mm/yyyy)

**Note:**

1. Please allow at most 7 working days for posting the job advertisement. An email notification will be sent to the advertisers after receiving this form and posting respectively.
2. The Institute reserves the right to post the job advertisement, terminate any posting and change the job reference number at its sole discretion.

**Personal Data:** All information provided in this form will only be used by the Institute or its agent for the purposes of processing the advertisement for posting at the Institute's Source. Although you are not obliged to provide the data sought by this form, failing to do so may result in an inability to process your job posting. Collected data will only be used for posting this advertisement. By completing the form you agree that the staff of the Institute or its agent may use your personal data for the purposes specified above. The detailed privacy policy to the Institute is available at [www.hkicpa.org.hk](http://www.hkicpa.org.hk).