

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body that accredits academic and vocational programmes under the Qualifications Framework to ensure that they meet the quality standards. We offer professional and exciting career opportunities in a dynamic work environment. Applications are invited for the following position:

Assistant Executive Manager (Accounting)

[Ref: 2026/04/01]

Responsibilities

The appointee will be responsible for general accounting matters, including preparation of budgets and estimates; monitoring of all aspects of settlements; administration of compensation and benefits and investments; monitoring of month-end processes and adjustments; monitoring of the HKCAAVQ's fund and audit schedules and liaison with external auditors; development, monitoring and maintenance of the accounting and management reporting systems and confidential records. He/She will assist in reviewing work processes, formulating templates and work procedures, as well as be involved in human resources activities. In addition, the appointee will be responsible for the development of the electronic based accounting systems and relevant interfaces.

Requirements

Applicants should possess a university degree comparable to HKQF Level 5 in Accounting or related discipline, relevant professional qualifications and at least 5 years of relevant post-qualification work experience, preferably in the education sector or professional bodies. We are looking for a responsible and self-motivated person who has good attention to detail and a strong analytical mind; good organisation, communication and interpersonal skills; high proficiency in MS Excel; good written and spoken English and Chinese (including Putonghua). Being an effective team player as well as able to work independently is essential.

Conditions of Service and Application Procedures

Initial appointment will normally be made on a two-year contract subject to renewal. We offer competitive salary commensurate with qualifications and experience, contract-end gratuity, plus fringe benefits including annual leave, medical and dental benefits.

Applicants are invited to apply by letter including a short narrative on how you can add value to HKCAAVQ together with your CV, and the expected salary. Please send your application quoting the relevant reference number to the Executive Manager (Human Resources) either by email to recruitment@hkcaavq.edu.hk or by post to HKCAAVQ, 10 Siu Sai Wan Road, Chai Wan, Hong Kong no later than 28 May 2026.

Personal data collected will be treated in the strictest confidence and only be used for recruitment purposes. For applications not shortlisted for interview, including unsolicited ones, the data will be retained for six months from the deadline for application or the date of receipt if unsolicited. During this retention period, if suitable vacancies arise, these applications may be considered. All retained data will be destroyed thereafter.

For more information on HKCAAVQ, please visit www.hkcaavq.edu.hk.