



FREE EMPLOYMENT PLACEMENT SERVICE

Application Form

You'll get quality accountancy work, whenever there is a member of your team with an AAT qualification. The HKIAAT provides a free employment placement service to help employers find talented AATs who match their need. Just complete the application form. Your recruitment advertisement will be placed on our website and in our journal for FREE. (Please use one form for one job vacancy and return by fax at 2823 0606)

Part A – Company Particulars

Company: _____

Correspondence Address: _____

Contact Person: _____

Job Title: _____

E-mail: _____

Tel. No.: _____

Have you used our employment placement service before?

Yes No Not sure

How did you know about our employment placement service?

Website, please specify: _____ HKIAAT Journal Direct mailing
 Recommendation Advertisement E-mail, please specify: _____
 Other, please specify: _____

Please inform us if you have successfully recruited staff with HKIAAT qualifications for our record purpose.

Part B – Advertisement Details

Company name	_____		
Job title	_____		
Qualification required	<input type="checkbox"/> HKIAAT Associate Member/ Fellow Member <i>Graduate of:</i> <input type="checkbox"/> Accredited Accounting Technician (AAT) Examination <input type="checkbox"/> Professional Bridging Examination (PBE) <i>Student of:</i> <input type="checkbox"/> Accredited Accounting Technician (AAT) Examination <input type="checkbox"/> Professional Bridging Examination (PBE)		
Other requirements (if any)	_____		
Work experience	_____		
Salary	<input type="checkbox"/> Below HK\$10,000 <input type="checkbox"/> HK\$10,000 – HK\$14,999 <input type="checkbox"/> HK\$15,000 – HK\$19,999 <input type="checkbox"/> HK\$20,000 – HK\$24,999 <input type="checkbox"/> HK\$25,000 – HK\$30,000 <input type="checkbox"/> More than HK\$30,000		
Leave & other fringe benefits	_____		
Mode of application	<input type="checkbox"/> By post, please provide address (if different from above): _____ _____ <input type="checkbox"/> By fax: _____ <input type="checkbox"/> By e-mail: _____		
Contact person	_____	Enquiry number	_____

I agree that the HKIAAT may send me materials regarding goods, services, facilities and events organized or provided by the HKIAAT or other organizations to my email address and/or correspondence address. (Note)
 Yes No

Note – Direct marketing of the HKIAAT's services

The HKIAAT intends to use the personal data of your name, email address and correspondence address to inform you of goods, services, facilities and events organized or provided by the HKIAAT or other organizations. The HKIAAT may not do so unless it has received your consent. Please tick the box Yes above to indicate your consent. Upon approval of your application, you may opt out from receiving such materials at any time by sending email to the HKICPA at privacyofficer@hkicpa.org.hk or a letter to the HKICPA's privacy officer.



Recommended positions for holders of various HKIAAT qualifications

HKIAAT Qualifications	Equivalent standard	Job Titles	Skills
AAT Foundation Examination	Senior secondary school with basic accounting knowledge.	Commercial companies <ul style="list-style-type: none"> Accounts Clerk 	<ul style="list-style-type: none"> Can perform daily accounting duties such as preparing vouchers, updating accounts receivable and accounts payable records, and data / journal entry to accounting systems.
Accredited Accounting Technician (AAT) Examination A) AAT Diploma in Accounting Paper 1 – Accounting and Computerized Accounts Paper 2 – Business Communication and Organization and Management Paper 3 – Management Accounting Paper 4 – Business Economics and Financial Mathematics B) AAT Advanced Diploma in Accounting Paper 5 – Principles of Taxation Paper 6 – Fundamentals of Business Law Paper 7 – Financial Accounting Paper 8 – Principles of Auditing and Management Information Systems	Associate degree or advanced diploma in accounting levels with a good understanding of accounting systems and skills, as well as relevant standards as required in the regulatory, legal and reporting framework in Hong Kong.	Government Departments <u>Inland Revenue Department</u> <ul style="list-style-type: none"> Assistant Taxation Officer Tax Inspector II 	<ul style="list-style-type: none"> Perform operational or decision-support roles in taxation, financial management, financial reporting, accounts payable and/or receivable, credit control and cash flow matters Handle a full set of accounts in the private sector Prepare audit documents for external auditors
		Commercial Companies <ul style="list-style-type: none"> Accounting Officer/ Supervisor Assistant Accountant Assistant Accounting Manager 	
		CPA Firms <ul style="list-style-type: none"> Audit Clerk Junior Audit Staff Audit Assistant 	
Professional Bridging Examination (PBE) Paper I – PBE Financial Accounting Paper II – PBE Management Accounting and Finance Paper III – PBE Auditing and Information Systems Paper IV – PBE Business Law and Taxation	Degree in accounting level with more advanced accounting knowledge in financial reporting, management accounting, the legal framework, auditing and taxation systems.	Government Departments <u>Audit Commission</u> <ul style="list-style-type: none"> Examiner <u>Officer of the Commissioner of Insurance</u> <ul style="list-style-type: none"> Assistant Insurance Officer <u>Official Receiver's Office</u> <ul style="list-style-type: none"> Insolvency Officer II <u>Inland Revenue Department</u> <ul style="list-style-type: none"> Assistant Assessor <u>Treasury</u> <ul style="list-style-type: none"> Accounting Officer II 	<ul style="list-style-type: none"> Perform operational, decision-support or supervisory roles in various accounting and financial matters Prepare management accounts and analyze the financial reports Prepare audit documents for external auditors Can also support CPAs in CPA Firms in providing taxation, auditing and company secretarial services to clients
		Commercial Companies <ul style="list-style-type: none"> Accounting Manager 	
		CPA Firms <ul style="list-style-type: none"> Audit Manager 	

Survey on the recruitment requirements for junior/ middle level accounting staff

(To be completed by first-time users of HKIAAT Employment Placement Service)

HKIAAT is conducting a survey to collect employers' views on the qualities required for junior / middle-level accounting staff. You are cordially invited to spend a few minutes to complete this questionnaire. Your feedback will be very useful for us to improve our service and future planning. Data collected will be used for analysis only. (Please return this questionnaire together with the application form for Employment Placement Service by fax: 2823-0606.)

Please tick the to indicate your option.

Part I) Qualities for accounting staff

1. Which of the following professional qualification(s) is / are required when hiring a junior / middle level accounting staff such as accounting clerk / officer / supervisor, audit assistant, junior auditor? (You may choose more than one option.)

- AAT HKICPA QP students / CPA ACCA students
 LCC&I CPA Australia students CIMA students
 Others (Please specify _____)
 Professional qualification is not required (please state the reason and go to Q.3:
(Please specify the reason: _____)

2. What is / are the reason(s) for requiring the qualification(s) you chose in Q.1?
(You may choose more than one option.)

- It is well-recognized I have not heard of the other qualifications
 The syllabus is practical Others (Please specify the reason: _____)
 The syllabus is all-rounded _____

3. How important the following knowledge / skills are for your junior / middle-level accounting staff in handling their job duties?

	Very important	Important	Less important	Not important
Accounting software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory / management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auditing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business and company law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
China accounting system and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II) Professional qualification

4. Have you heard of the AAT qualification before this survey?

Yes No (Go to Q.7)

5. Where did you hear about the AAT qualification? (You can choose more than one option.)

- Newspaper / magazine advertisement Outdoor advertisement Internet advertisement
 Direct mail advertisement Education institutes Seminar
 Friends / relatives HKICPA
 Others (Please specify: _____)

6. What are your views towards the AAT qualification in terms of the following aspects?

	Strongly agree	Agree	Disagree	Strongly disagree	Do not know
Popular and good reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well-recognized by government / employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syllabus is all-rounded and practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syllabus is HK-specific	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further advancement opportunities are offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAT holders do not need much on-the-job training and are competent to handle their jobs independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part III) Background Information

7. Business nature of your company:

- CPA / accounting firm Manufacturing Trading
 Retail Shipping / Logistics Professional services
 Education Banking and finance IT
 Others (Please specify: _____)

8. How many staff in your company?

- < 10 11 to 30 31 to 50
 51 to 100 > 100

9. How many staff in your account/ finance department?

- < 5 6 to 10 11 to 30
 > 30

10. Are you involved in the recruitment process of junior/ middle-level accounting staff?

Yes No

** Thank you for taking the time to complete this survey! **