



FREE EMPLOYMENT PLACEMENT SERVICE ORDER FORM

(Please use one form for one job vacancy and return by fax at 2823 0606)

Part A – Company Particulars

Company: _____
 Address: _____
 Contact Person: _____ Job Title: _____
 E-mail: _____ Tel. No.: _____

How did you know about our employment placement service?

- Website (Source: HKIAAT HKGCC iHRM FHKI)
 HKIAAT Journal Direct mailing Recommendation Advertisement
 E-mail (please specify: _____) Other (please specify: _____)

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

Part B – Advertisement Details

Company name	
Job title	
Qualification required	<input type="checkbox"/> HKIAAT Associate Member <input type="checkbox"/> HKIAAT 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\$7,000 <input type="checkbox"/> HK\$11,001 – HK\$13,000 <input type="checkbox"/> HK\$7,001 – HK\$9,000 <input type="checkbox"/> HK\$13,000 or above <input type="checkbox"/> HK\$9,001 – HK\$11,000
Leave & other fringe benefits	
Mode of application	<input type="checkbox"/> By post: Address: (if different from above) _____ _____ <input type="checkbox"/> By fax: _____ <input type="checkbox"/> By e-mail: _____
Contact person	
Enquiry number	



For reference only

HKIAAT Qualifications	Job Titles
<p>Accredited Accounting Technician (AAT) Examination</p> <p>Paper 1 – Fundamentals of Accounting and Computerized Accounts</p> <p>Paper 2 – Business Communication and Organization and Management</p> <p>Paper 3 – Management Accounting</p> <p>Paper 4 – Business Economics and Financial Mathematics</p> <p>Paper 5 – Principles of Taxation</p> <p>Paper 6 – Fundamentals of Business Law</p> <p>Paper 7 – Financial Accounting</p> <p>Paper 8 – Principles of Auditing and Management Information Systems</p>	<p>Government Departments</p> <p><u>Inland Revenue Department</u></p> <ul style="list-style-type: none"> • Assistant Taxation Officer • Tax Inspector II <p>Commercial Firms</p> <ul style="list-style-type: none"> • Accounting Officer • Accounting Supervisor • Assistant Accountant <p>CPA Firms</p> <ul style="list-style-type: none"> • Audit Clerk • Junior Audit Staff • Audit Assistant
<p>Professional Bridging Examination (PBE)</p> <p>Paper I – PBE Financial Accounting</p> <p>Paper II – PBE Management Accounting and Finance</p> <p>Paper III – PBE Auditing and Information Systems</p> <p>Paper IV – PBE Business Law and Taxation</p>	<p><u>Audit Commission</u></p> <ul style="list-style-type: none"> • Examiner <p><u>Officer of the Commissioner of Insurance</u></p> <ul style="list-style-type: none"> • Assistant Insurance Officer <p><u>Official Receiver's Office</u></p> <ul style="list-style-type: none"> • Insolvency Officer II <p><u>Inland Revenue Department</u></p> <ul style="list-style-type: none"> • Assistant Assessor <p><u>Treasury</u></p> <ul style="list-style-type: none"> • Accounting Officer II <p>Commercial Firms</p> <ul style="list-style-type: none"> • Accounting Manager <p>CPA Firms</p> <ul style="list-style-type: none"> • Audit Manager