



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: _____
 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/ 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) <input type="checkbox"/> Certified Accounts Clerk (CAC) qualification holder		
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	



Recommended positions for holders of various HKIAAT qualifications

HKIAAT Qualifications	Job Titles
Certified Accounts Clerk (CAC)	Commercial companies <ul style="list-style-type: none"> • Accounts Clerk
Accredited Accounting Technician (AAT) Examination 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 Paper 5 – Principles of Taxation Paper 6 – Fundamentals of Business Law Paper 7 – Financial Accounting Paper 8 – Principles of Auditing and Management Information Systems	Government Departments <u>Inland Revenue Department</u> <ul style="list-style-type: none"> • Assistant Taxation Officer • Tax Inspector II
	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	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
	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

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! **