

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following internship programme:

The Summer Internship provides career development opportunities for students who wish to pursue future careers in the field of education, examination and assessment, and other supporting functions. It also allows students to be involved in the daily operations of HKEAA, earn exposure through meaningful projects and gain valuable work experience

We are offering eight-week full-time internship opportunities from June to August in a range of the following areas:

- Assessment Development
- Assessment Technology and Research
- Finance and Accounting
- Internal Audit
- Public Affairs and Communications

Intern – Finance

(Ref: FD/05/144)

What to expect:

The intern will assist in user acceptance testing of Integrated Corporate Services System – Financial Accounting Module enhancement items and perform checking on new reports generated from the system. He/She is also required to assist in handling accounting duties such as payment handling, income reconciliation, month-end closing etc.

Duration:

Eight weeks between June and August 2024. (The internship window may be adjusted for the convenience of interns with prior approval from HKEAA)

Who may apply:

Undergraduate students

- (a) Study in Finance/ Accounting or related discipline;
- (b) Good command of English and Chinese; and
- (c) Proficient in MS Office e.g. Word and Excel.

How to apply:

Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website (www.hkeaa.edu.hk/tc/Career/temp.html). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to fd-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 8 weeks from the application review date should consider their applications unsuccessful.

Date for Application Review: 20 May 2024

Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).