



# Financial Services

## Current Vacancies

### Capital Group

Manager/ Executive, Corporate Finance  
Manager, Compliance  
Assistant Manager, Administration  
Assistant Manager/ Officer, Settlement

### Financial Services Group

Senior Accountant  
Senior Executive, Digital Executive  
Specialist, Client Relations  
Assistant Operations Officer, Financial Services

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## Manager/ Executive, Corporate Finance

### Responsibilities:

- Execute full spectrum of Corporate Finance activities, including IPO, M&A, fund raising and corporate finance advisory transactions
- Prepare financial modeling, due diligence, financial, statistical and valuation analysis on industry research and pitch book etc
- Structure deal transaction, prepare deal proposal and equity offerings memorandum
- Work closely with professional bodies and regulators, legal counsels, auditors, valuers and other professionals during deal execution
- Ensure smooth execution of all transactions and daily operation

### Requirements:

- Degree holder in Accounting, Finance, Laws or equivalent disciplines
- 5 years of audit experience, corporate finance exposure would be an advantage; candidates has less relevant experience would be considered as Assistant Manager/ Executive
- Qualified to be registered as license representative under SFC
- Good knowledge of rules, regulations and guildlines of SFC and HKEX
- Good command in written and spoken English and Chinese (including Mandarin)
- Analytical, self-motivated, good communication and interpersonal skills





## Manager, Compliance

### Responsibilities:

- Responsible for developing and enhancing compliance control policies, procedures, programs and monitoring their effective implementation
- Review and monitor compliance review examination
- Assist in securities and brokerage business with maintaining and updating written policies and operational procedures to reflect changes in the relevant AML and other applicable laws
- Liaise with regulators and assist in handling enquiries, complaints and licensing work
- Work with the firm's New Accounts and Surveillance teams to calibrate and implement customer due diligence procedures, processes and policies
- Help maintain and update the AML and KYC compliance training programs and conduct compliance-related training as and when necessary
- Assist in developing and implementing remedial action plans in response to internal and external audit findings

### Requirements:

- Bachelor's Degree in Legal, Finance, Accounting or related disciplines with 5 years' relevant experience gained in Brokerage firm, banking and finance industry
- Familiar with SFO and HKEX rules
- Have strong sense of responsibility, detail-minded and able to work independently
- Good communication skills for collaborative work with inter-departmental and external parties;
- Good command of written and spoken English and Chinese
- Proficiency in MS Office application





## **Assistant Manager, Administration**

### **Responsibilities:**

- Lead a team to provide a full spectrum of office administrative services in a professional and efficient manner including facilities management, office renovation, communication systems, fixed asset management, procurement, reception service, office cleaning, company events and activities, etc.
- Formulate and review policies and guidelines, structure work processes, ensure the implementation and the compliance with it in daily operations
- Prepare and control budget for general office administrative services
- Strengthen the collaboration with internal and external stakeholders
- Any ad hoc tasks as required

### **Requirements:**

- Degree in any disciplines
- 7 years' or above relevant experience, 2 years of which in supervisory level
- Proficient computer skills in MS Office
- Independent and good interpersonal skills Good leadership, multi-tasking with good planning and organizing skills





## **Assistant Manager/ Officer, Settlement**

### **Responsibilities:**

- Supervise the daily settlement and clearing operation
- Monitor the operational activities in respect to the requirements of SFC, Stamp Duty Office, IRD, HKEx etc.;
- Handle all settlement process related to IPO subscription (e.g. IPO financing, placement booking settlement with placing agents, prepare all necessary documents to external parties etc.)
- Process corporate actions; monitor investor holdings and total positions within CCASS / DCASS

### **Requirements:**

- Bachelor Degree or above in Finance, Business Administration or other related disciplines
- 5 years or above relevant experience in brokerage firms, Banking or financial industry, in which 3 years are in managerial level
- Solid experience in HK and Asia equities and futures settlement
- Full competence and a strong knowledge in CCASS/DCASS operation
- Able to work independently and work under pressure to meet deadline

*Candidates with less experience will be considered as Settlement Officer*





## Senior Accountant

### Responsibilities:

- Keeping track of all payments and expenditures of business unit, including clients margin-out, vendor invoices, staff expense claims, etc.
- Reconciling processed work by verifying payment entries and comparing system reports to payment balances
- Maintaining daily payment logs and historical payment records
- Scheduling payment batches for client withdrawal requests with proper approvals per process flows
- Responding to enquiries from internal stakeholders and vendors regarding financial matters
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process and controls
- Support system implementation projects for Finance transformation and system upgrade
- Assist in other ad-hoc projects as assigned

### Requirements:

- Bachelor's degree in accounting, business, economics, finance, or a related field
- Qualified accountant of international recognized accounting institutions
- At least 5 years' experience in the Accounting and Finance field, preferably in Account Payable function
- Working experience in VAT and cross-border payments is highly preferred
- Proficient in MS Office and accounting software such as FlexAccount or other AP system modules
- A team player with good interpersonal skill and positive working attitude
- Good command of both written and spoken English and Chinese





## Senior Executive, Digital Executive

### Responsibilities:

- Assist with the formulation of digital marketing strategy
- Plan and execute effective marketing strategies to drive traffic/conversion/ ROAS via different digital channels - Facebook, Instagram, Google Search, WeChat, Weibo etc.
- Measure, analyse and report performance of all digital marketing campaigns against goals and optimize the leads generation
- Manage and analyse member database to formulate and drive effective CRM activities
- Manage website content via CMS
- Lead agencies for achieving the marketing objectives and delivering with quality and timely
- Work closely with cross-functional teams to ensure the effective communications

### Requirements:

- Bachelor's Degree in Marketing, Business, Information System or related disciplines
- At least 3 years of experience in digital marketing/ performance marketing. In experience in digital agency is a plus
- Strong creative and analytical skills
- Strong in analytics with proven track records of driving performance. Familiar with digital campaigns planning and implementation; web analytics tools is a must, including Google Marketing Platform (Google Analytics, Google Tag Manager), Content Management System, etc.
- Loyalty programme management and implementation is a plus
- Good command of both spoken and written Chinese and English
- An excellent team player, able to work independently and flexible to react promptly





## Specialist, Client Relations

### Responsibilities:

- Provide quality customer services through inbound calls, emails, and live chats
- Understand customers' needs and identifying sales opportunities
- Work closely with the Business Development and Marketing team on latest products, services and campaigns
- Route qualified opportunities to the appropriate sales executives for further development and closure
- Conduct and prepare market research report
- Shift duty is required

### Requirements:

- Higher diploma or above with at least 1-2 years of experience in customer service or business development
- Type-3 SFC license and finance-related experience is a plus
- Proficiency in CRM software such as Salesforce would be an advantage
- Proficiency in Microsoft Office and Chinese word processing
- Excellent communication skills in both verbal and written





## Assistant Operations Officer, Financial Services

### Responsibilities:

- Provide full spectrum of operations function to financial services business including data maintenance and analysis, mgt information and reports preparation, service agreement mgt, Corporate website updates, office administration support and office resources planning and mgt etc.;
- Support in quality services monitoring and enhancement to clients;
- Act as a focal point with internal stakeholders on system/features enhancement, new system implementation, UAT;
- Ensure the daily operation in full compliance with policies and regulations
- Assist in ad-hoc projects as assigned

### Requirements:

- Degree holder in Computer Science, Finance, Economics or other relevant disciplines
- 3 years' experience in operations or gained at finance sector, knowledge in FX or precious metals is a plus
- Service-oriented, detail-minded, good communication and data analytics skills
- Good command of both written and spoken English and Chinese, Putonghua is a must
- Proficient in MS Office

