



Financial Services

Current Vacancies

Senior Business Analyst – Automation
Settlement / Accounting Assistant
Accountant / Assistant Accountant
Operations Support Assistant
Senior Accountant
Assistant Credit & Risk Control Officer
Sales Representative

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Senior Business Analyst – Automation

Responsibilities

- Support and work closely between I.T. and various departments to analyze, design, plan and implement automation modules and solutions;
- Advise and work with team members and/or vendors to identify design improvement opportunities
- Gather requirements from representative members of departments
- Conduct layout planning and assess automation mode for manual and automated terminals based on business and operations objectives
- Participate in the testing and commissioning of automation systems
- Provide the training to various department users for solutions

Requirements

- Degree or above in Business Administration or Computer Science or related discipline
- Minimum 5 years' relevant experience in business process re-engineering and workflow improvements
- Self-motivated, Good communication skill
- Strong analytical ability and problem solving skills
- Proven ability to translate functional requirements and use cases into working test plans and test cases
- Experience in function testing and operations flow analysis





- Familiar with Accounting System is an advantage
- Candidates with more experience would be considered as Assistant Project Manager



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Settlement / Accounting Assistant

Responsibilities

- Handle daily settlement transactions in an effective and efficient manner
- Assist accounting team in daily client money reconciliation
- Prepare vouchers and regular reports
- Perform general clerical duties, including filing and data entry
- Assist in ad-hoc projects as required

Requirements

- F.6 or above
- 1-2 years accounting/settlement experience
- Proficient in MS Office and Excel
- Good interpersonal and communication skills
- Good command in both written and spoken English and Chinese
- Candidates with more experience will be considered as Senior Accounting Assistant / Settlement Clerk





Accountant / Assistant Accountant

Responsibilities:

- Responsible for daily accounting operations, including preparation of invoices, vouchers, monthly reports and bank reconciliations
- Handle A/R, A/P, costing and book keeping
- Monitor and maintain daily accounting operation compliance with law and regulation
- Prepare consolidated financial statements, budget analysis and cash flow analysis on regular basis.
- Prepare costing and variance analysis and other analyses on ad-hoc nature for business decisions
- Assist in ad-hoc projects as assigned

Requirements:

- Bachelor degree in Accountancy, Business Administration or other related disciplines with 5 years related experience
- Good command of written and spoken English and Chinese
- Good interpersonal and communication skills
- Candidates with financial services' experience would be preferred





Operations Support Assistant

Responsibilities

- Maintain good relationship and communicate with staff from outside and different departments
- Perform administrative duties such as contract processing, coordination etc.
- Assist in the development progress of new business projects
- Assist in monitoring services delivered to clients, record feedback and deliver improvement proposals and reports
- Review related agreements or website contents from time to time to revise any updates
- Involve in marketing activities, e.g. collecting marketing suggestions from CS or other parties to summarize and pass to marketing department

Requirements

- Higher Diploma or above in relevant discipline
- Mainland background is preferred
- Excellent written and verbal communication and presentation skills.
- Fluent in Cantonese, Mandarin and English
- Detail minded and able to multi-tasks





Senior Accountant

Responsibilities:

- Supervise daily operations of accounting and financial reporting function
- Review of monthly financial statements of the group companies
- Prepare the accounting schedules to the monthly consolidated financial statement
- Prepare statutory audited financial statements and tax reporting for group companies
- Any other ad hoc assignments as required

Requirements:

- Qualified member of HKICPA or any other professional qualification
- At least 5 years' relevant accounting experience gained from sizable business/securities industry.
- Experience in audit firm is an advantage.
- Highly proficient in MS Office with knowledge in FlexSystem.
- A hands-on, proactive, well-organized and detail oriented leader and team player
- Able to work independently and meet tight deadline
- Good command in both spoken and written English and Chinese. Mandarin is an advantage





Assistant Credit & Risk Control Officer

Responsibilities:

- Assist in Evaluating and approving credit related limits
- Monitoring financial positions of clients' accounts
- Perform daily margin call on securities and futures clients, preparing demand letter to clients for the outstanding margin collections
- Prepare and coordinate IPO financing

Requirements:

- University graduate in finance / accounting or related disciplines
- Minimum 1 year relevant experience in related area
- Good communication and interpersonal skills
- Good command in written & spoken English, Chinese & Mandarin
- Familiar with PC software (Excel, MS Word)
- Fresh graduates will also be considered





Sales Representative

Responsibilities

- Responsible for telesales activities and to build rapport with customer
- Handle sales matter and to achieve individual sales targets on loans business
- Handle customer enquiries and loans applications in a professional and compliance manner

Requirements

- Secondary education with minimum 1 year of sales experience preferably in financial industry
- Experience in loans products would be an advantage
- Excellent customer service skills and have ability to resolve customer problems efficiently and effectively
- Strong interpersonal and communication skills in both English and Chinese
- Aggressive, self-motivated and mature with positive attitude
- Customer orientated & could work under pressure



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