



Financial Services

Current Vacancies

Senior Business Analyst

Sales Secretary

Senior Compliance Officer/Compliance Officer

Business Analysis Officer

Junior Secretary

Investment & Customer Services Manager

Assistant System Operation Officer / Assistant

Assistant Accounting Manager

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Senior Business Analyst

Responsibilities:

- Capture and analyze user requirements, design & documentation of functional specifications, and provide recommendations on implementations
- Work with vendor for feasibility assessment
- Develop and maintain project plans that communicate tasks, status, and delivery dates
- Provide daily system support to business unit
- Work directly and closely with different business units and vendors

Requirements:

- Degree or above in Business Administration, Finance, Information Technology or relevant disciplines
- Minimum 5 years' relevant experience in business process and workflow improvements
- Strong sense of responsibility, ability to work independently and efficiently
- Excellent communication, interpersonal, problem-solving and analytical skills
- Fluent in Cantonese, Mandarin and English; Good reporting writing skill in English is required
- Experience in QA or UAT will be an advantage
- Experience in Finance Industry and Financial Trading Platform (e.g. MT4) will be an advantage





Sales Secretary

Responsibilities:

- Provide administrative and secretarial support to sales team members
- Schedule and organize meetings, create agendas and take minutes etc.
- Keep diaries and arrange various appointments
- Liaise with internal and external parties over business issues
- Execute reports in an accurate, timely manner
- Perform other ad hoc duties as assigned

Requirements:

- Form 6 or above
- At least 1 year experience as sales secretary or sales and marketing support
- Good command of English, Cantonese & Mandarin
- Familiar with MS Word, Excel and Chinese Word Processing
- Candidates with less experience will be considered as Junior Sales Secretary





Senior Compliance Officer/Compliance Officer

Responsibilities

- Conduct regular compliance monitoring reviews to ensure all compliance policies and procedures are adhered to;
- Prepare license applications, requisite filings, notifications, investigation etc. from regulators;
- Perform account opening, draft and prepare company policies, procedural manuals and guidelines for different departments and business units;
- Keep informing the up-to-date regulatory and legislative change to the relevant staff and business units;
- Perform AML checking and monitoring;
- Assist in providing CPT training course;
- Provide support in any ah-hoc projects within the Legal and Compliance team

Requirements

- Degree holder in Legal, Finance, Accounting or Business related disciplines
- 3-5 years relevant experience gained in brokerage firm, banking and finance industry (Candidate with more/less experience will be considered as Assistant Compliance Manager / Assistant Compliance Officer)
- Have strong sense of responsibility and able to work independently
- Have knowledge in SFO and HKEX rules





- 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



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Business Analysis Officer

Responsibilities

- Assist in financial analysis works
- Assist in company secretarial matters and corporate documentation
- Perform company and industry research
- Liaise with customers for various corporate finance projects
- Perform ad hoc duties when necessary

Requirements

- Degree holder, preferably in Accounting/ Finance/ Economics/ Law
- Proficiency in both spoken and written English and Chinese
- Detail-oriented and self-motivated
- Good analytical, problem solving and interpersonal skills





Junior Secretary

Responsibilities

- Provide general clerical, secretarial and administrative support to the team, including data input, handle phone calls, relevant documentation coordination & filing, etc.
- Handle ad-hoc projects or duties as assigned.

Requirements

- Diploma in business administration, financial or related disciplines
- 1 years or above relevant working experience, experience in financial organization is an advantage
- Good in spoken and written English, Cantonese and Mandarin
- Proactive with good communication & interpersonal skills
- Detail oriented and well organized
- Good command in MS Word, Excel, PowerPoint and Chinese Word processing
- Immediate available is preferred





Investment & Customer Services Manager

Responsibilities:

- Responsible for day-to-day fund operation, updating and preparing operation procedures, and service provider management
- Participate in investor dealing, reporting and/ KYC & AML process
- Prepare trade instruction and settlement, position reconciliation, corporate actions, fund expense payment processing and cash management, and coordinate with relevant internal and external parties
- Actively participate in projects of new fund setup and new account opening process
- Participate in bond /fund portfolio management
- Support ad hoc projects / duties as assigned

Requirements:

- University graduate in Business Administration, Economics, Finance or related disciplines
- Qualification in CPA and/ CFA is an advantage
- Minimum 5 year experience in fixed-income investment, fund investment or Securities trading
- Good command of spoken English and Chinese including Putonghua
- Strong communication & management skills which can lead the team for the execution of management directions/ business projects is highly expected





Assistant System Operation Officer / Assistant

Responsibilities

- Responsible for setup and maintain trading and settlement systems along with IT and outside vendors
- Assist in development and testing of new functions in systems to cope with regulatory requirements and market needs
- Provide support and troubleshooting to users
- Assist in ad-hoc project as assigned

Requirements

- Degree holder in Finance, IT or other related disciplines
- 1-2 year working experience in sizable organization. Experience in securities firm is a plus
- Proficiency in MS office application software
- Good communication skills and attention to details
- Good command of written and spoken English and Chinese
- Candidates with less experience will also be considered as System Operation Assistant
- Fresh graduates are also welcome





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Assistant Accounting Manager

Responsibilities

- Handling full sets of account and financial reports including financial statements, regulatory and management reports
- Responsible for the preparation / review of monthly management reports, group consolidation and budget
- Monitoring daily cash flow, client money and other regulatory requirements under the SFO
- Liaise with auditors on audit/review exercises
- Maintain effective financial control and reporting system to comply with internal group policies and external statutory requirements
- To perform other ad-hoc duties as required.

Requirements

- Degree holder in Accounting, Finance and HKCPA/ACCA or other relevant accounting qualifications is preferable
- Minimum 5 years of relevant experience in accounting and finance
- At least 2 years of accounting experience in financial services industry
- Able to work independently and under pressure, well organized, proactive with strong sense of responsibility
- Fluent in written and spoken English, Mandarin and Cantonese
- Candidate with more experience would be considered as Accounting Manager
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