



Financial Services

Current Vacancies

Junior Dealer / Trainee

Settlement / Accounting Assistant

Senior Business Analyst

Accounting Assistant

Senior Accountant

Senior Settlement Clerk/ Clerk

Sales Representative

Assistant Compliance Manager / Senior Compliance Officer/ Compliance Officer

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Junior Dealer / Trainee

Responsibilities

- Facilitate trading activities and order execution on FX / Precious Metal
- Make prompt and competitive quotes to external and internal customers
- Operate and monitor the trading platform, client's position level and margin
- Prepare various dealing reports for the department
- Perform any other duties as assigned from time to time

Requirements

- Diploma or above with 1 year experience in financial industry
- Qualified to be registered as SFC Representative in Type 1, 3 regulated activities; Company would provide support to staff to gain the license
- Good command of English, Chinese and Mandarin
- Proficient in MS Office
- Shift duty is required, willing to work on **overnight shift** and public holiday
- Candidates with more experience would be considered as Dealer







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



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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

Accounting Assistant

Responsibilities:

- Responsible for day-to day accounting functions including data entries, accounts receivable, accounts payable, receipt and payment arrangement
- General clerical jobs and other ad hoc duties as assigned
- Assist in handle monthly financial internal management reports

Requirements:

- Form 5 or above with LCCI Inter level / Diploma in accountancy or related disciplines
- Minimum 2 years relevant accounting experience
- Good command in written and spoken English and Chinese;
- Good PC knowledge in MS Excel & Word
- Self-motivated and able to work under pressure





Senior Accountant

Responsibilities:

- University graduate with minimum 1 year relevant experience in daily brokerage settlement duties
- Able to handle all assigned duties efficiently and effectively
- Responsible, initiative and independent
- Strong PC knowledge MS Office
- Good command of written and spoken English, Cantonese and fairly in Mandarin
- Immediate available is an advantage
- Less experience will be considered as Settlement Clerk.
- 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



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Senior Settlement Clerk/ Clerk

Responsibilities:

- Handling daily HK securities and global futures settlement including corporate actions and nominees services
- Processing IPO applications as well as handling ad-hoc projects
- Perform CCASS and corporate actions
- Input daily transaction and handle clients' fund in and out
- Perform administrative duties and prepare all kinds of reports

Requirements:

- University graduate with minimum 1 year relevant experience in daily brokerage settlement duties
- Able to handle all assigned duties efficiently and effectively
- Responsible, initiative and independent
- Strong PC knowledge MS Office
- Good command of written and spoken English, Cantonese and fairly in Mandarin
- Immediate available is an advantage
- Less experience will be considered as Settlement Clerk.





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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Assistant Compliance Manager/ 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 related disciplined
- 5 years relevant experience gained in brokerage firm, banking and finance industry
(Candidate with less experience will be considered as Compliance Officer)
- Have strong sense of responsibility and able to work independently





- Familiar with 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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