



Associate, Finance

About E Fund Management (Hong Kong) Co., Limited

E Fund Management (HK) Co., Ltd (“E Fund HK”) was officially established in 2008. E Fund HK is licensed by the Securities and Futures Commission of Hong Kong to conduct Type 1, Type 4 and Type 9 regulated activities and is a qualified holder of RQFII and QFII. As the international arm of E Fund Management, a leading China based asset manager, E Fund HK has subsidiaries in New York, and has listed more than 10 mutual funds, including RQFII ETFs and RQFII/QFII public funds, at six stock exchanges locations across the US, Europe and the Asia-Pacific.

Responsibilities

To assist in meeting stringent statutory audit requirements and in strengthening the current reporting and planning functions of the financial reporting team, he/she will be responsible for:

- Assist in prepare financial statements of E Fund group to ensure all transactions are complying with relevant accounting standards and internal policy of the group;
- Prepare accounting vouchers, perform monthly/yearly closing, inter-company recharges, financial analysis and general ledger reconciliation;
- Assist in handling of internal and external financial reporting to ensure timely submission of various reports / filings;
- Assist in managing external auditors and tax advisors with respect to audit, financial and transfer pricing issues;
- Monitor the internal controls procedures on financial accounting and reporting;
- Assist in managing the accounting impact on various group entities in corporate planning and restructuring;
- Any other ad-hoc tasks.



Requirements

- Bachelor degree holder in accounting / related disciplines or equivalent;
- Basic understanding of HKFRS and HKAS. Understanding in PRC accounting standards and taxation is a plus;
- 1 year practical experience gained from audit firm or sizable corporation;
- Solid experience in asset management industry and familiar with SFO and Hong Kong Company Ordinance will be an advantage;
- Fluent in Mandarin, English and Cantonese;
- Strong team player with excellent inter-personal skills;
- Motivated, hardworking, able to multi-tasking and deliver under pressure and tight deadlines;
- Fresh graduates will also be considered;
- Immediate available is highly preferred.

Compensation and Benefits

E Fund HK is a fast growing company with strong financial resources and parent company support. We offer competitive compensations and career growth opportunities. We also offer attractive benefit programs and continued education support.

Interested parties please submit your application with job reference number, full particulars of qualifications, experience, date of availability, latest and expected salary by email to hk-hr@efunds.com.hk.

Applications will be treated in strict confidence. Information collected will be treated strictly confidential and only be used for recruitment related purposes.

For more details, please visit our web site at www.efunds.com.hk



Intern, Operations

Responsibilities

- Prepare daily fund valuations and performance report;
- Trade matching and settlement;
- Assume accountability for an individual function (cash, trade, Fund of Funds (FOF), reconciliation etc.) within the Portfolio Administration Unit (PAU) operation;
- Ensure service level agreement with clients is realized and continues to be realized in the future;
- Process trade transactions and produce deliverables that ensure the realisation of a pre-determined delivery timeline;
- Develop on-going good client relationships and ensure the realisation of client service agreements;
- Contribute positively to completing shared tasks with common responsibilities and be willing to offer help to colleagues beyond own workload commitments;
- Establish good internal working relationship with colleagues from other areas.

Requirements

- Bachelor degree holder in accounting, finance, business or related disciplines;
- Fluent in Mandarin, English and Cantonese;
- Good understanding of the characteristics and features of the Funds industry and basic Fund Structures will be an advantage;
- Good knowledge of trade/cash/FOF/reconciliation operations;
- Hands-on knowledge of operating systems and the Bank's cash and payment systems;
- Well-developed interpersonal and negotiation skills;
- A strong team player with excellent inter-personal, communication skills and motivational skills;
- Immediate available is highly preferred;
- Fresh graduates and final year students will also be considered.



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