

Regarding our inaugural MT program, tentatively the candidate will rotate between our core departments in below during his/her first 3-4 years, then be promoted to a Manager role within one of these business streams, upon an end-of-program evaluation. For internship programs, we welcome applicants to any one of the departments but may have the opportunity to rotate to other departments depending on project volume.

### **Corporate Finance**

- Handle corporate finance projects including IPOs, financial advisory on mergers and acquisitions, takeovers and other capital raising activities
- Assist in assessing potential deals, such as preparing pitching materials and executing transactions and conducting due diligence
- Prepare listing documents and draft announcements and circulars
- Liaise with other professional parties and communicate with relevant authorities, such as SFC and Hong Kong Stock Exchange in connection with respective implementation of projects

### **Audit & Assurance (CPA)**

- Leading or assisting in small to medium scale audit assignments in Hong Kong, including audit planning and field work
- Tax planning and tax computation preparation
- Financial reporting optimisations and bookkeeping assistance
- Building and maintaining strong relationships with clients

### **Asset Management and Fund Administration/Operations**

- Provide operational support including fund valuation and reconciliation, fees calculation, payment instruction, NAV checking, subscriptions, redemptions, etc
- Handle investors' subscriptions/ redemptions and address related enquires
- Update marketing materials and other investors' related reports
- Handle bank/broker account opening and assist in KYC review task
- Ensure accuracy of transaction reconciliation with fund administrators, brokers, and custodians
- Liaise with auditors and regulators to assist in the preparation of interim reports and annual audits of the funds and the company
- Assist in account/fund set up for new product development

## **Financial Reporting**

- Prepare and review consolidation for the quarterly, interim and annual financial statements of listed companies in Hong Kong
- To draft and prepare the quarter, interim and annual announcements and reports, and other stock exchange filings as required
- Collaborate with supervisors and provide update analysis on the financial results
- Prepare all the materials for board meetings

We offer the following perks:

- Paid exam leave for approved examinations, e.g. CPA, CFA, HKSI SFC license exams, HKFCG (chartered secretaries), etc;
- Certification for working experience to CPA student candidates (we are HKICPA authorised employers);
- Opportunity to be licensed as representative under our SFC licensed companies (mainly type 6 – advising on corporate finance or type 9 asset management);
- Standard health benefits;
- Competitive annual leave entitlements; and
- Business travel opportunities to Europe, North America and PRC