

Assistant Manager, Fund Operations

Job Description:

The successful candidate will be responsible for handling daily operations of the Fund Operations team and assisting in projects led by COO office.

Fund Accounting*

- Ensure accounting books and records for assigned funds, financial reports and other reports are well maintained, accurate and complete on a timely manner
- Ensure accuracy of reconciling transactions with brokers and custodians
- Monitor day to day management of fund dealing operations and liaising with transfer agencies
- Prepare regular reports and filings to regulatory bodies
- Perform due diligent and/or service review for the counterparts
- Undertake primary responsibility for the provision of fund services to investors
- Ensure internal/external audits are properly and efficiently carried out

Custody and Settlement*

- Ensure trades are matched and settled effectively
- Monitor daily settlement process to ensure its compliance and timeliness
- Resolve and follow up on failed trades in timely manner
- Assist to monitor the cash movements and positions
- Capable to handle corporate actions accurately, timely and effectively
- Ensure accuracy of reconciling transactions with brokers and custodians
- Prepare regular reports and filings to regulatory bodies
- Perform due diligent and/or service review for the counterparts
- Ensure internal/external audits are properly and efficiently carried out

Fund Investor Services*

- Manage the process of all subscriptions, redemptions, transfers and switching
- Monitor and ensure the Know-Your-Customer and Anti-Money Laundering identification are properly done and completed
- Ensure client enquires/complaints including institutional clients, distributors and professional investors etc. and internal departments' requests are properly handled

Others

- Coach and develop the reporting team-members by providing appropriate feedback, periodic meetings and the firm's performance appraisal process
- Handle complex cases, provide support to management, and recommend productivity/service improvement
- Cooperate with other teams and team members to ensure timely resolution of requests and problems
- Carry out any other duties and responsibility given by Management

Requirements:

- University Graduate with accounting related background is preferred
- Pass SFC paper 1 is an advantage
- At least 5 years' experiences in the industry
- Experience in either Fund Accounting or Fund Investor Services is required. Experience in both aspects is an advantage
- Knowledge and interest in financial products and fund operations
- Mature, pleasant and patient
- A team player, detail oriented and comfortable working in a fast pace environment
- Strong communication skills (both written and spoken)
- Good interpersonal skills and presentation skills
- Customer focused – always go an extra mile for customer satisfaction.
- Excellent service attitude and have a strong commitments to customers
- Self-motivated and able to work independently and under stress
- Good time management skills
- Excellent command of both written and spoken English, Chinese and Mandarin
- Proficiency in Microsoft Word / Excel / PowerPoint

Interested candidates please send your full resume with current and expected salary in MS Word format at career@vp.com.hk. Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.