

Associate / Senior Associate, Fund Operations

The candidate is expected to provide client services, support to Fund Operations Team, and facilitate the projects related to operation efficiency optimization and expansion of the business.

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

- 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
- For senior associate, at least one to two years' experiences in the industry
- Experience in Fund Accounting, Custody and Settlement or Fund Investor Services is preferred. Experience in more than one aspect is an advantage
- Knowledge and interest in financial products
- 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.