

## **Associate / Senior Associate, 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.

- 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
- Assist to manage cash funding and expenses
- 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
- Support other functions within Fund Operations team such as trade custody and settlement
- 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 skill
- 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 to [career@vp.com.hk](mailto:career@vp.com.hk). Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.