



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1726AB01**

Company Name :	Value Partners Limited					
Website Address :	www.valuepartners-group.com					
Position Title :	Intern – Fund Operations				Job Cat :	AB
Number of Positions :	1		Internship Duration :	4 Weeks		
Main Duties :						
<ol style="list-style-type: none">1. Prepare and verify fund's valuation including position reconciliations, price verification etc.2. Assist in trade processing eg. trade matching, settlement and reconciliation etc.3. Arrange payment of fees and expenses4. Prepare internal and external reports5. Assist in factsheet production6. Assist in projects and administration						
Requirements:						
<ol style="list-style-type: none">1. Preferably undergraduate students of Finance and Accounting2. Strong communication skills (both written and spoken)3. Good interpersonal skills and presentation skills4. Proficiency in Microsoft Word/Excel/Powerpoint						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	0900	to	1800	Meal Break	1215 – 1330
	Sat		to		Meal Break	
Other Supplementary Information :						