



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1803AM02**

Company Name :	AXA Investment Managers Asia Limited					
Website Address :	www.axa-im.com.hk					
Position Title :	Finance Accountant				Job Cat	AM
Number of Positions :	1		Internship Duration:	8 Weeks		
<p>Main Duties : to discover functionalities of Finance Department in Asset Management company.</p> <p>Understand the specificities of a Finance Department, through various duties:</p> <ol style="list-style-type: none"> 1. Assist the team on daily accounts receivable and accounts payable cycle 2. Coordinate with overseas teams to perform financial accounting function 3. Prepare budget models from management accounting perspective 4. Assist on ad hoc presentation and queries drive by different working counterparts 5. Govern risk and control processes to ensure the integrity of accounting procedures 						
<p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> 1. Fluent in English, Cantonese (Fluent in Putonghua will be an advantage) 2. Attention to details 3. Strong excel skills 4. Proactive in problem solving 5. Strong team player 						
Working Location :	Quarry Bay, Hong Kong					
Working Hours :	Mon to Fri	9am	to	5:30pm	Meal Break	1 hour
	Sat	N/A	to	N/A	Meal Break	N/A
<p>Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p>						