



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1813AB01**

Company Name :	E Fund Management (HK) Co., Ltd					
Website Address :	www.efunds.com.hk					
Position Title :	Intern – Finance				Job Cat	AB
Number of Positions :	1	Internship Duration:	4 – 8 Weeks			
Main Duties :	<ol style="list-style-type: none">1. Assist in prepare accounting vouchers, perform monthly/yearly closing, inter-company recharges, financial analysis and general ledger reconciliation;2. Any other ad-hoc tasks.					
Requirements :	<i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify clearly.)</i> <ol style="list-style-type: none">1. Fluent in spoken and written in English and Mandarin;2. Excellent numeric and computer skills including Excel and PPT;3. Efficient, proactive and responsible;4. Willing to learn.					
Working Location :	Central					
Working Hours :	Mon to Fri	0900	to	1730	Meal Break	1230-1400
	Sat	off	to		Meal Break	
Other Supplementary Information :	<i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>					