



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1819AB01**

Company Name :	Legg Mason Asset Management Hong Kong Limited					
Website Address :	www.leggmason .com.hk					
Position Title :	Associate Compliance Officer				Job Cat	AB
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ol style="list-style-type: none">1. Assist the team in conducting regular reviews of business activities for adherence to regulatory requirements, internal policies and procedures such as review of gifts and entertainment and personal trading activities.2. Implement the compliance monitoring program by reviewing rules and regulations, and associated risks and controls of business activities.3. Assist in the review of advertisements and marketing materials for adherence to regulatory requirements.4. Assist in Anti-Money laundering review process for Asia region.5. Ensure timely submission of reports as required by regulatory agencies.6. Assist in licensing applications.7. Researching regulatory news or highlights.8. Assist in any other ad-hoc regional /global projects.						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
<ol style="list-style-type: none">1. Preferably study in Accountancy, Banking, Finance, Law or related field2. Confident, outgoing personality3. Good Interpersonal and communication skills.4. Willingness to use initiative, ability to work independently5. Fluent Cantonese, Mandarin and English. Can read and write simplified and Traditional Chinese						
Working Location :	12-02/03, 12 th Floor, York House, The landmark, 15 Queen's Road, Central, Hong Kong.					
Working Hours :	Mon to Fri	9 am	to	6 pm	Meal Break	1 hour
	Sat		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>						