



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1841WM01**

Company Name :	BCT Group - Bank Consortium Trust Company Limited					
Website Address :	www.bcthk.com					
Position Title :	Associate, Trustee Services				Job Cat	WM
Number of Positions :	1	Internship Duration:	8	Weeks		
Main Duties :						
<ol style="list-style-type: none">1. Perform with guidance from team members on transaction monitoring / investigation of anti-money laundering matters for pensions and funds.2. Work with team members to coordinate and participate in giving basic advice/ reviewing on scheme documents as well as regulatory and technical issues from the trustee's perspective.3. Assist in formulating new checklists and programs for the monitoring of fund managers, custodians, benefit calculation and investment compliance (particularly, for occupational retirement schemes).4. Provide general administration support (e.g. record management and research & analytics, etc.)						
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. Major in Wealth Management, Finance, Statistics or Accounting2. Passion for understanding pension/trustee business3. Good analytical skills and communication skills4. Excellent in PowerPoint and Excel						
Working Location :	Sheung Wan					
Working Hours :	Mon to Fri	9:00am	to	6:00pm	Meal Break	12:15pm – 1:30pm
	Sat	Off	to	Off	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>						