



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1911AB03**

Company Name :	CSOP Asset Management Limited					
Website Address :	www.csopasset.com					
Position Title :	Finance Intern				Job Cat	AB
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties :						
<ol style="list-style-type: none">1. Review and check expense claim documents2. Filing and records keeping3. Prepare payments instructions4. Staff reimbursement handling						
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. Undergraduates from any discipline are welcome.						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	8:30	to	17:30	Meal Break	12:00-13:00
	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>						