



## Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1919AB01**

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		
<p><b>Main Duties :</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. Implement the compliance monitoring program by reviewing rules and regulations, and associated risks and controls of business activities</li> <li>3. Assist in the review of advertisements and marketing materials for adherence to regulatory requirements</li> <li>4. Assist in Anti-Money Laundering review process for Asia region</li> <li>5. Ensure timely submission of reports as required by regulatory agencies</li> <li>6. Assist in licensing applications</li> <li>7. Researching regulatory news or highlights</li> <li>8. Assist in any other ad-hoc regional/global projects</li> </ol>						
<p><b>Requirements:</b> <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"> <li>1. Preferably study in Accountancy, Banking, Finance, Law or related field</li> <li>2. Confident, outgoing personality</li> <li>3. Good interpersonal and communication skills</li> <li>4. Willingness to use initiative, ability to work independently</li> <li>5. Fluent Cantonese, Mandarin and English. Can read and write simplified and Traditional Chinese</li> </ol>						
Working Location :	12/F York House, The Landmark, 15 Queen's Road, Central, HK					
Working Hours :	Mon to Fri	9:00AM	to	6:00PM	Meal Break	1 hour
	Sat		to		Meal Break	
<p><b>Other Supplementary Information</b> <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p> <p>Reporting to Head of Hong Kong Compliance, the position offers the exposure to the incumbent to understand the company's operations as well as the compliance framework and program under relevant laws, regulations and requirements.</p>						