



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1922AB01**

Company Name :	PineBridge Investments Asia Limited		
Website Address :	www.pinebridge.com		
Position Title :	Intern – Finance	Job Cat	AB
Number of Positions :	2	Internship Duration:	8 Weeks
Main Duties : <ol style="list-style-type: none">1. Responsiveness to queries from supervisor, various stakeholders and service providers2. Facilitate Internal and External auditors3. Perform all the bank reconciliations, all Asia legal entities' Balance Sheet Attestations & Reconciliations4. Perform the reconciliation between Workday GLs and Local accounting books & records5. Perform various analysis and month end schedules (e.g Prepayment, Amortization & Depreciation Schedules, Aging analysis etc)6. Responsible for the intercompany invoices issuance and settlement on timely and accurately manner7. Prepare all the AP/Expenses, Accruals/Provision journal entries for Hong Kong, Singapore, Malaysia, Thailand and Australia8. Follow up the outstanding A/R balances with different parties/stakeholders9. Set up and maintain Vendors/Service Providers in Workday AP module process10. Arrange the Corporate Cards Applications, cancellation etc administrative works with Banks (incl liaising with bank and card users of any disputes on transaction)11. Arrange the Staffs T&E Claims, validating the T&E spent & receipts to ensure all in compliance with T&E policies12. Prepare T/T fund transfer instructions, cheques payments for Hong Kong, Singapore, Malaysia, Thailand and Australia13. Prepare the monthly and ad-hoc HR/payroll remittances14. Prepare Daily/Weekly cash flows and Treasury reports for ALL Asia entities' Balances15. Prepare month end close journals data upload to Workday16. Arrange the trailer fees payments for Hong Kong and Singapore17. Validate the monthly management fees, trustee fees and administrator fees for Hong Kong domiciled funds18. Maintain a proper filing system for accounting records (e.g. inventory, bank mandates, etc.)			



Requirements: *(Academic qualifications and/or other skills set)*

(If there are specific academic attainment requirements such as GPA, please specify.)

1. Undergraduates in Accounting, Mathematics, Finance, or related disciplines
2. Competent in MS Office, especially in Excel (solid working knowledge of analytical tools in e.g. charts, Waterfall, Pivots and VLookups will be an advantage), Powerpoint and Word
3. Experience in compiling data and consolidating a large volume of information preferred
4. Good command of both spoken / written English and Chinese (Mandarin is a plus)
5. “Can-do” attitude, willing to learn, detail-oriented, meticulous, organized and with good interpersonal skills
6. Strong analytical mindset and proficient reporting skills

Working Location :	Pacific Place 3, Queens Road East, Hong Kong					
Working Hours :	Mon to Fri	09:00	to	18:00	Meal Break	1 Hour
	Sat		to		Meal Break	

Other Supplementary Information *(eg. Any need for student applicants to directly access the employer’s recruitment portal, reporting hierarchy, career prospects etc.)*