



提升資產財富管理業人才培訓先導計劃  
Pilot Programme to Enhance Talent Training for  
the Asset and Wealth Management Sector

主辦單位：香港特別行政區政府財經事務及庫務局

Organiser: Financial Services and the Treasury Bureau of the HKSAR Government

執行伙伴：香港證券及投資學會

Implementation agent: Hong Kong Securities and Investment Institute

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

Internship Position number : **1922AB02**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Compliance				Job Cat	AB
Number of Positions :	3	Internship Duration:	8 Weeks			
<p><b>Main Duties :</b></p> <ol style="list-style-type: none"> <li>1. Assist in preparing and submitting certain regulatory filings to Hong Kong SFC;</li> <li>2. Assist the Compliance Department in updating the Compliance Manual, Code of Ethics, SFC Regulatory Training Materials and Compliance policies, including simple translation if necessary;</li> <li>3. Assist in performing a risk-based AML Review and monitoring, including use of Bridger system to perform on-going screening, suspicious transaction monitoring and adverse news search...etc.;</li> <li>4. Assist some simple compliance monitoring program to understand the asset management industry and SFC regulatory requirements;</li> <li>5. Perform ad-hoc tasks as required by Compliance Department, e.g. internal compliance and management reporting, global project roll out and user testing (if any), preparation of Powerpoint internal training materials, and preparation of SFC compliance newsletters;</li> <li>6. General support to the department for some simple administrative works, including printing, filing, expenses report preparation, account payment, internal meeting and training arrangement with HK or regional offices</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. Undergraduates in Accounting, Law, Finance or related disciplines</li> <li>2. Good command of both spoken / written English and Chinese (Mandarin is a plus)</li> <li>3. Excellent work attitude, willing to learn, hard-working, detail-oriented, high accuracy, organized and with good interpersonal skills</li> <li>4. Proficient in Microsoft Word, Powepoint, Excel and Outlook</li> </ol>						
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	
<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>						