



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1926AB01**

Company Name :	Value Partners Limited					
Website Address :	https://www.valuepartners-group.com/en/					
Position Title :	Intern - Finance				Job Cat	AB
Number of Positions :	1	Internship Duration:		4 Weeks		
Main Duties : <ol style="list-style-type: none">1. Assist in preparation of the financial statements of funds/corporate companies2. Handle payment process as per Group's policy3. Prepare accounting vouchers and schedules4. Maintain orderly financial filing record5. Handle different daily operating tasks in Finance Department						
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. Proficiency in Microsoft Excel, PowerPoint and Word2. Basic knowledge in Accounting						
Working Location :	Central					
Working Hours :	Mon to Fri	09:00	to	18:00	Meal Break	12:15-13:30
	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>						