



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1956AB03**

Company Name :	Smart Wise Financial Holding Limited					
Website Address :	http://www.smartwise.com.hk/en/					
Position Title :	Accounting Assistant				Job Cat	AB
Number of Positions :	1	Internship Duration:		8 Weeks		
Main Duties :						
1. Assist finance director in accounting operations, including accounting entries, payment transactions processing, and bank reconciliations.						
2. Perform day-today clerical and accounting duties.						
3. Handle general office administration work.						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
1. Major in Accountancy.						
2. Good communication and interpersonal skills						
3. Good team player, proactive and self-motivated.						
Working Location :	Hung Hom					
Working Hours :	Mon to Fri	09:00	to	18:00	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>						