

Job Description

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| Department | Finance |
| Corporate Title | Assistant Manager |
| Reporting line | Senior Manager |

Job Duties:

- Handle the daily investment accounting operations, including investment order placement, settlement, of linked products.
- Prepare investment trades settlement and its related financial reporting issue.
- Prepare investment accounting entries in relation to trades and settlements thereof, managing related payables of general insurance funds.
- Reconcile the ledger balance of net asset value of the linked funds against the Admin system.
- To assist ad Hoc requests.
- To provide support to other Finance functions including but not limited to regular management reports submission, expense payment process, policy benefit payment and treasury management.

Qualifications & Requirements:

- Tertiary graduates with accounting discipline preferred.
- Minimum 3 years working experience in the field of accounting function in financial services sector, ideally with a multinational insurer.
- Previous experience in investment linked products accounting is an advantage.
- Good command of both written and spoken English and Chinese (including Mandarin)
- Proficient in MS Office (Word, Excel & PowerPoint)
- Good communication skill
- Initiative, responsible and attentive to details
- Ability to work independently and as part of a team