

Job Description

Department	Finance
Corporate Title	Assistant (1 year contract)
Reporting line	Manager

Job Duties:

- Perform accounts reconciliation and analysis
 - Various investment positions / balances
 - Various general ledger account balances
- Assist various insurance transactions such as:
 - Premium refund
 - Coupons and surrender payments
- Assist in executing trade orders
 - Take order initiation from Investment team and execute the orders
 - Process investment vouchers
- Respond to enquiries from Marketing and Customer Services teams, such as:
 - Premium payment confirmation
 - Various enquiries
- Participate in quarterly audits
 - Follow up and confirm on audit issues with external stakeholders

Qualifications & Requirements:

- Tertiary graduates with accounting discipline preferred. Fresh Graduate will also be considered
- 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