



BOCI-Prudential Asset Management Limited (the “Company”) offers a broad spectrum of investment products ranging from Hong Kong mandatory provident fund scheme (“MPF”), retirement schemes, retail unit trusts, to exchange traded funds, apart from the tailor-made investment strategies for individual and institutional clients.

Assistant Manager / Senior Officer, Fund Administration (Ref: AO-474-W)

Our Operation Department is currently looking for high caliber candidate to join

Responsibilities

- Monitor and prepare the daily operations of the team including NAV calculation and reconciliation, updating prices of investment holdings, trades matching and settlement follow up, cash and position reconciliation of Unit Trusts, ETF & MPF funds
- Work closely with clients, fund managers and other third parties on daily operational issues in professional manner
- Undertake ad hoc assignments and enhance implementation of internal systems
- Evaluate operation process and initiate the work plan to improve efficiency and quality work
- Assist in audit process for preparation of interim / annual financial reports

Requirements

- University graduate, preferably with a major in Accounting, Finance or relevant disciplines. Possess related professional qualification in ACCA, HKICPA or equivalent will be advantage
- Minimum 5 years’ working experience in fund accounting and administration, substantially in regulated mutual funds / MPF / ORSO schemes operations
- Solid knowledge of fund operation, valuation, accounting and securities settlement
- Independent, flexible, analytical with good problem-solving ability
- High level of multi-tasking and time management skill is required
- Excellent command of spoken and written English and Chinese
- Candidate with less experience will be considered for a junior level position

We offer competitive remuneration package and comprehensive fringe benefit to the right candidates. Interested parties please submit your application to assetmgt.hr@boci-pru.com.hk.

All information received will be treated in strict confidence and only be used for recruitment related purpose. Candidates who are not being contacted within two months may consider their applications unsuccessful. Unsuccessful applications will be retained for up to twelve months for further recruitment purposes and will then be destroyed.

Teamwork * Responsibility * Integrity * Performance