



**方圆金融集团招聘启事**

**职位：基金运营**

**工作职责：**

**要求：**

**附加信息和申请方法：**

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## Company Introduction

Prudence Financial Group was founded in Hong Kong in 2008. One of its key subsidiaries, Prudence Investment Management (Hong Kong) Limited, is a leading fund management firm in Hong Kong which is licensed to carry out Type 9 (asset management), Type 4 (advising on securities) and Type 1 (dealing in securities) regulated activities under the Securities and Futures Ordinance (SFO). Prudence's principals have extensive institutional investment experience in the US and Asia and is supported by a team with strong market and industry background. Funds managed by Prudence have received multiple awards and nominations, such as Long-Term Performance Award, Best Asian Fixed Income Fund and Best Greater China Hedge Fund from Eurekahedge and AsiaHedge.

To cope with business expansion, the following position is now open for application:

### Business Associate (Operations)

Location: Shenzhen Nanshan

Position: Permanent

#### Responsibilities:

1. Coordinate with the team members in Hong Kong and Shenzhen for the daily operations tasks, account management, daily accounting support and audits;
2. Liaise with onshore and offshore trading counter parties, prime brokers and custodians, conduct account opening, trade settlement, manage cash activities and perform reconciliation;
3. Liaise with Fund administrators and responsible for NAV calculation and reconciliation ;
4. Prepare risk report and support risk management;
5. Prepare risk report and support risk management;
6. Perform other ad-hoc tasks and projects as assigned.

#### Requirements:

1. Bachelor's degree in Accounting/Math/Statistics/Finance or related disciplines from overseas universities (graduates from key universities in china are also welcome);
2. 1-2 years working experience in financial institutions, fund house or Big Four accounting firms is preferred;
3. Familiar with IFRS, CPA/ACCA holder is preferred;
4. Excellent command in written and spoken English, Cantonese is a plus;
5. Strong sense of responsibility, a team player, attention to details, able to work in a fast-paced environment.

#### Additional Information and Application Method:

We offer competitive remuneration package: discretionary bonus, 5-days work week, 15-20 days annual paid leave, social insurance and housing fund, complimentary lunch meals, miscellaneous allowance, on the job training and a stable harmonious working environment.

For more information about the company, please refer to our website [www.fangyuanfh.com](http://www.fangyuanfh.com)

Interested parties please send your resume in English and Chinese with expected salary to [hr.cn@prudenceinv.com](mailto:hr.cn@prudenceinv.com)

All information received will be kept in strict confidence and only for employment-related purpose.