



## **Company Introduction**

Prudence Group (“Prudence”) is an investment management firm with around 60 staff in Hong Kong, Singapore and mainland China. Since 2008, Prudence has delivered high quality returns to investors and received multiple industry awards.

## **Fund Operations Automation**

Location: Shenzhen Nanshan

Position: Permanent

## **Responsibilities:**

1. Responsible for the automation of daily operations tasks and account management;
2. Liaise with onshore and offshore trading counter parties, prime brokers and custodians, conduct account opening, trade settlement, manage cash activities;
3. Liaise with fund administrators and auditors, perform reconciliation and NAV calculation;
4. Conduct operations control and support risk management;
5. Perform other ad-hoc tasks and projects as assigned.

## **Requirements:**

1. Bachelor’s degree in Math/Statistics/Accounting/Finance or related disciplines;
2. 1-3 years working experience in fund operations or fund administration is preferred;
3. Proficient in Python and Excel VBA/Macro;
4. Excellent command in written and spoken English and Chinese, 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: 5-days work week, minimum 15 days annual paid leave, medical benefit, complimentary office lunch, 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.

## **Personal Information Collection Statement pertaining to Recruitment**

All information received will be kept in strict confidence and only for employment-related purpose. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, benefits package to be discussed with you subject to selection for the position. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your

personal data in relation to your application. If you wish to exercise these rights, please complete the “Data Access Request Form” specified by the Privacy Commissioner for Personal Data and forward it to [hr.cn@prudenceinv.com](mailto:hr.cn@prudenceinv.com)

## 公司介紹

方圆金融集团(简称“方圆”)于2008年在香港成立,目前在香港、新加坡和深圳均有办公地点,开展以下受规管业务:

1)香港:第九类(资产管理)、第四类(证券咨询)

2)新加坡:资本市场服务牌照

方圆基金作为全球知名对冲基金,管理层在美国、亚洲及中国拥有丰富的资产管理及资本市场经验。方圆管理的基金荣获多个奖项及提名,包括 EurekaHedge、AsiaHedge 等权威机构颁发的“最佳长期收益基金”、“最佳亚洲固定收益基金”、“最佳大中华对冲基金”、“最佳多策略基金”等。

集团旗下公司现因业务发展需要招聘以下职位:

### 职位: 基金运营自动化

地点: 深圳南山

合约: 全职

### 工作职责:

1. 负责基金的日常运营相关的自动化开发;
2. 与境内外交易对手、主经纪商和托管行紧密联系,进行账户开设、交收结算、基金估值等;
3. 自动化处理基金现金头寸及仓位的管理和对账;
4. 执行运营内控,支持风险管理;
5. 其他分配的工作和项目;

### 要求:

1. 海外/国内重点大学本科或以上学历,有会计/数学/统计/金融类相关专业背景优先考虑;
2. 1-3 年基金中后台相关金融从业经历者优先;
3. 熟练使用 Python 和 Excel VBA/Macro;
4. 英语书面能力优秀,粤语流利是加分项,能提供雅思或托福成绩者优先;
5. 具有高度责任心和团队协作能力,认真仔细,能适应快节奏工作环境;

### 附加信息和申请方法:

我们提供有竞争力的薪酬和福利:年终奖金,5天工作周,15-20天带薪年假,五险一金,提供免费午餐、通讯补助,在岗培训和稳定和谐的工作环境。

有关公司的更多信息,请参阅我们的网站 [www.fangyuanfh.com](http://www.fangyuanfh.com)

有兴趣人士请将预期薪水和中英简历发至 [hr.cn@prudenceinv.com](mailto:hr.cn@prudenceinv.com)

公司会将所有收集到的个人资料严格保密,仅用于与就业有关用途。