



## **Company Introduction**

Prudence Group ("Prudence") is an investment management firm with over 60 employees across Hong Kong, Singapore and mainland China. Since 2008, Prudence has consistently delivered high-quality returns to investors and received multiple industry awards.

## **Finance Associate/Finance Analyst**

Location: Central, Hong Kong

Position: Permanent

## **Responsibilities:**

1. Prepare and review monthly and quarterly fund NAV calculation;
2. Prepare FRR, management accounts of the investment manager, and relevant regulatory and tax filings for funds and the fund manager;
3. Liaise with external auditors and tax consultant on fund audit and tax reporting (K1, PFIC, CRS and FATCA) respectively;
4. Handle adhoc tasks as required.

## **Requirements:**

1. Bachelor degree holder in Business Administration. Major in Accounting is strongly preferred. Qualified CPA is an advantage;
2. 3 years of experience in Big 4 Financial institution audit or Fund Administrators is strongly preferred;
3. Knowledge and experience in Asset Management/Investment Fund industry is a strong plus;
4. Strong interpersonal and communication skills, self-motivated, responsible and fast paced; Able to work under pressure and meet tight deadlines.

## **Additional Information and Application Method**

We offer a competitive remuneration package with 5-days work week, minimum 15 days' annual leave, medical benefit, complimentary office lunch, on the job training and a stable harmonious working environment.

Please send your resume with expected salary to [hr.hk@prudenceinv.com](mailto:hr.hk@prudenceinv.com).

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

## **Personal Information Collection Statement pertaining to recruitment:**

All information received will be kept in strict confidence and only for employment-related purposes. 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, and benefits package will 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.hk@prudenceinv.com](mailto:hr.hk@prudenceinv.com)



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