



Company Introduction

Prudence Financial Group ("Prudence") is an investment management firm with around 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.

Prudence Internship Program:

1. Full-time internship positions in Central, Hong Kong with a monthly pay of **HK\$10,000** and complimentary lunch meals by the Company.
2. Internship durations from 1 to 3 months
3. On-the-job training with an assigned mentor to help the student with future career development.
4. Interested candidates please send your resume to **recruitment@prudenceinv.com**

I. Investment Internship

1. Work with top asset management investment team and support team's daily work
2. Assist the investment team in conducting research, covering multiple asset classes such as global fixed income and equity
3. Participate in investment conferences and meetings

II. Research Internship

1. Regular research work as a member of the research team;
2. Conduct fundamental research for overseas companies;
3. Assist Fund Manager in risk management and related work;

III. Finance Internship

1. Support the finance and operations team in regular work, including interactions with custodian banks, fund administrators, prime brokers, auditors, tax consultants etc.
2. Prepare and review fund NAV calculation, management accounts, and regulatory reporting for group entities;
3. Assist the finance and operations team in data analytics and automation.

IV. Compliance Internship

1. Assist in dealing with SFC and MAS for all compliance and licensing matters;
2. Assist in developing and monitoring compliance-related policies and procedures as well as proper internal control to ensure that the Company is in compliance with regulations; Conduct KYC/CDD for new account opening and account maintenance;
3. Conduct CPTs and maintain licensed individuals' CPT records;
4. Assist with conducting legal research and reviewing legal documents where necessary;



V. Legal Assistant (Internship)

1. Assist with conducting legal due diligence, reviewing legal transaction documents for private equity investments; assist with closing documents and post-investment project management;
2. Assist with reviewing and/or management of fund documents;
3. Assist with compliance-related work (SFC regulatory compliance and SG MAS regulatory compliance) where necessary;
4. Conduct legal research or regulatory research where necessary.

VI. Analyst (Internship)

1. Assist in the healthcare industry, private equity product and market research, fund launch, and investor relations.
2. Assist in post-investment project management and portfolio management.
3. All-round work experience opportunities in private fund operations
 - Accumulate knowledge of different private fund structures including limited partnerships, segregated portfolios, and stand-alone funds.
 - Understand operations workflow and get in touch with service providers such as counterparties, custodians, and fund administrators.

VII. HR&Admin Internship

1. Assist in daily operations and HR projects;
2. Assist in the recruitment, pre-employment background, and reference checks, events, and training support;
3. Assist in office administration and reception desk support

General requirements:

1. Must be a current full-time undergraduate or postgraduate student in the HKSAR. Student visa holders must present No Objection Letter (“NOL”) from the HKSAR Immigration Department.
2. Excellent communication and organisation skills with a positive learning attitude.
3. Proficiency in PC skills, including Microsoft Word, Excel, and PowerPoint. Programming skills are a strong plus.
4. Good command of Chinese and English (Putonghua is preferred).



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 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.hk@prudenceinv.com



微信公众号：方圆金融集团