Legacy Advisors Limited

INTERNSHIP – ACCOUNTING AND COMPLIANCE

A single-family office in Central is looking for a suitable intern.

Key Responsibilities:

- Assist in bank KYC, compliance, tax and regulatory related filing
- Assist in preparing financial and other reports as necessary
- Support daily book-keeping operations such as data input
- Participate in computerized system enhancement and development
- Perform regular and ad hoc assignments required by management

Qualifications:

- University students majoring in Accounting, Finance, Economic or Business Administration
- Proficient in spoken and written English and Chinese
- Familiar with Microsoft Excel, Word and PowerPoint
- Good team player with excellent presentation and communication skills
- Independent, self-motivated, detail-minded and a strong sense of responsibility
- Willing to learn and flexible

Application Method:
HR@legacyhk.com

Unpaid internship but with reimbursement