



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.

Business Associate

Location: Nanshan, Shenzhen

Position: Permanent

Responsibilities:

1. Assist the team with cash management, fund NAV calculations, portfolio valuation, trade settlements and fund product launches.
2. Manage day-to-day operations, with additional support for finance-related activities for both primary and secondary market funds, as well as for our SFC licensed entities.
3. Oversee operational controls and collaborate with internal teams and external partners, including fund administrators, custodians, prime brokers, auditors, tax consultants, and banks, to support fund management.
4. Monitor operational risk data and provide support to risk management initiatives as required, utilize AI tools to automate and streamline processes, enhancing operational efficiency.
5. Handle other ad-hoc tasks and projects as assigned.

Requirements:

1. Bachelor's degree in Mathematics/Statistics/Accounting/Finance or related field from a top-tier university;
2. 1-2 years of work experience in fund operations or fund administration is preferred;
3. Proficiency in PowerPoint, AI tools, Python and Excel VBA/Macro;
4. Excellent written and spoken English and Mandarin; proficiency in Cantonese is a plus;
5. Strong sense of responsibility, detail-oriented, a team player, and capable of thriving in a fast-paced environment.

Additional Information and Application Method:

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

Please send your resume in English with your expected salary to recruitment@prudenceinv.com with the subject line "**Business Associate**".

All applications will be handled with strict confidentiality and used solely for recruitment purposes.

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.hk@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: 业务助理

地点: 深圳南山

合约: 全职

工作职责:

1. 协助团队进行现金管理、基金净值 (NAV) 计算、投资组合估值、交易结算及基金产品发行。
2. 监督运营控制, 并与内部团队及外部合作方密切协作, 包括基金行政管理人、托管行、主经纪商、审计师、税务顾问及银行, 以支持基金管理工作。
3. 负责日常运营工作, 另为一级及二级市场基金以及本公司持有证监会 (SFC) 牌照的实体提供与财务相关的支持。
4. 监控运营风险数据, 并按需支持风险管理相关工作; 运用 AI 工具实现流程自动化与优化, 以提升运营效率。
5. 处理其他由上级安排的临时性任务及项目。

要求:

1. 海外/国内重点大学本科或以上学历, 拥有数学 / 统计 / 会计 / 金融或相关专业的学士学位;
2. 具备 1-2 年基金运营或基金行政管理相关工作经验者优先;
3. 熟练使用 PowerPoint、AI 工具、Python 及 Excel VBA / Macro;
4. 具备优秀的英语及普通话书面和口头表达能力, 会粤语者优先;
5. 责任心强, 注重细节, 具有团队合作精神, 能够在快节奏的环境中工作。

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

有兴趣人士请在邮件标题写明“姓名+电话+应聘业务助理岗位”并将预期薪水和中英简历发至 hr.cn@prudenceinv.com

公司会将所有收集到的个人资料严格保密, 仅用于与招聘有关用途。