



中銀國際 控股有限公司

BOC International Holdings Limited

Job Title:

Associate/ Senior Analyst, Operations Control (Business Operations)

Responsibilities:

- Responsible for conducting position reconciliation, maintaining a complete and up-to-date relevant register, breaks follow up, and update or maintenance of reconciliation logic of all reconciliation in order to ensure compliance of regulatory requirements on safeguarding clients' assets;
- Handle regulatory enquiries and reporting such as S181, S329 of Securities and Futures Ordinance as well as drive for process efficiency of report compilation along with high data accuracy;
- Work closely with Quality Assurance Team on implementing and executing QA Programme;
- Conduct Risk and Control Self-Assessment to identify any risk and ensure mitigation actions are carried out;
- Perform signature verification and ensure compliance with internal control policy;
- Keep abreast of changes in regulation, identify and analysis both process and technology impacts within Operations; and
- Perform regular review on system access right and user profile entitlements.

Requirements:

- University Graduate (major either Accounting, Finance, Economics, Business Administration)
- Minimum 3 years of experience on Reconciliation, Operational Risk Management or Auditing
- Good sound knowledge of regulatory requirements and internal control procedures
- Familiar with Investment Banking Operations
- Qualified or Nearly Qualified CPA (preferable)
- Candidate with less experience would be considered for the position of Senior Analyst

Please apply in strict confidence with full resume, academic record, current and expected salaries to bocihrd@bocigroup.com.

(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidate will be destroyed within six months.)