

## Others

### OUR OPPORTUNITIES

**Assistant Manager – Finance Department**

**Finance Officer – Finance Department**

**Manager – Human Resources Department**

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## **Assistant Manager – Finance Department**

### **Responsibilities:**

- Act as a Business Analyst to work closely with Retail Banking/Wholesale Banking/Treasury
- Monitor and analyze data and produce management information report & analysis
- Working as business partner to monitor the performance of different BUs against the Plan
- Deep dive to understand the business performance in both MIS view and legal view
- Work closely with BUs with FTP mechanism and analysis
- Ad hoc tasks assigned by the Group or management

### **Requirements:**

- Bachelor's degree in Accounting or Finance, with professional qualification in Accounting (e.g., CPA/CFA/FRM is desirable)
- Minimum of 4 years working experience in related field
- Advanced computer skills on MS Office (e.g., Excel and power point skill, Power BI is value-added)
- Excellent communication skills and proactive to work collaboratively across teams/group
- High attention to detail and accuracy
- Continuous-improvement mind-set and strong ownership and commitment
- Previously front-line experience with solid product knowledge is value-added

**Candidates with less experience will be considered as Finance Officer**

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\*Personal data collected will be kept confidential and used for recruitment purpose only.

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## **Finance Officer – Finance Department**

### **Responsibilities:**

- Prepare financial reports to AMCM, HKMA, OCBC Group, OCBC HK & internal management in a timely manner

- Prepare input form and records
- Perform ledger, bank statement reconciliation, and amortization of operating expenses
- Other ad hoc projects as assigned

#### Requirements:

- Bachelor's degree holder or above, preferably in Accounting, Finance, or related fields
- Relevant experience is preferred
- Detail-oriented and interest in figures
- Good command of English and Chinese

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## Manager – Human Resources Department

#### Responsibilities:

- Provide advice and solutions to the full spectrum of HR functions including not limited to recruitment, employee relationship, compensation & benefits operations
- Work closely with business units to understand staffing needs, monitor and report on workforce status and staff movement
- Prepare regular and ad-hoc personnel reports for statistical analysis, senior management and audit
- Support HR daily operations & perform ad-hoc tasks assigned by supervisor

#### Requirements:

- Bachelor's degree holder
- Minimum 5 - 8 years of relevant working experience in sizeable organizations
- Well-versed in employment ordinance and other related ordinances
- High level of accountability with good analytical skills and "can do" attitude
- Proactive, presentable, and self-motivated
- Proficient in both written and spoken English and Chinese

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## OUR BENEFIT

As rewards to high achievers, we offer an attractive remuneration package which includes:

- Performance bonus
- Meal allowance
- Sales incentive
- Provident fund scheme
- Medical coverage
- Paid annual leave
- Education subsidy
- Low-interest staff mortgage plan
- High-yield payroll account
- Wellness allowance