

**Treasury Assistant (3-month Temporary)**  
(Ref: GFD-TR-TM-TA-COW)

**Responsibilities :**

Reporting to the Manager (Treasury), the appointee will mainly perform the following responsibilities:

- To assist in foreign exchange operations including trade confirmation and settlement
- To input, collate and analyse data for foreign exchange transactions, financial derivatives and daily cash management
- To perform data upload and financial analytic with Bloomberg
- To assist in preparing treasury management report and participate in projects such as treasury management system and financial analytic/modeling

**Requirements :**

- Bachelor Degree in Finance, Accounting or related disciplines
- Good knowledge in corporate finance, foreign exchange and financial derivatives
- Experience in project management an advantage
- Proficiency in MS Excel and the use of Macros
- Good command of English and Chinese languages, both spoken and written
- Final year undergraduate students or fresh graduates will also be considered

This is a 3-month temporary employment. On completion, renewal of contract or permanent employment might be offered, yet subject to the Company's business needs and performance of the individual.

**Working Location :** Admiralty

**Application:**

If you are interested in this position, please send your resume (in PDF format) and / or the [Application Form](#) to the Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto:recruit@hkelectric.com). Please also visit our website to know more about our Company <http://www.hkelectric.com>.

***Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: GFD-TR-TM-TA-COW-Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)