



## Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0708008F**

Date: **11-Oct-07**

Post: **Fund Accountant** No. of Vacancies: **10**

Name of Organization: (English) <b>State Street Bank and Trust Company</b>	
(Chinese) <b>美國道富銀行</b>	
Address: <b>68/F., Block 2, International Finance Centre, 8 Finance Street, Central, HK</b>	
Web site: <a href="http://www.statestreet.com">www.statestreet.com</a>	
Business Nature: <b>Banking</b>	
Working Location: <b>Central</b>	
Working Hours: <b>9:00am – 6:00pm (Mon – Fri)</b>	Commencement Date: <b>11/12/2007</b>
Salary: <b>Negotiable</b>	Other Benefits: <b>N/A</b>
Job Descriptions: <b>(a) Daily/Ad-hoc fund evaluation; (b) Daily monitoring of fund activity; (c) Cash sweep; (d) Global cash statement; (e) Cash and securities reconciliations; (f) Audit duties as assigned; (g) Asst/new business Conversations and reconciliations; (h) Issues resolution &amp; (i) Other duties as assigned</b>	
Requirements: <b>Post Secondary or above</b>	
Special Knowledge/ Skills: <b>(a) Numeric sense; (b) Knowledge of Accounting. (c) Willing to work in the back office and to perform operational tasks; (d) Hard-working, strong team spirit and detail-oriented; (e) Self-motivated, able to meet tight schedules and stringent deadlines; (f) Fluent English &amp; (g) Proficiency in Microsoft Office</b>	
Application Procedure: <input checked="" type="checkbox"/> Please enter: <a href="http://statestreet.jobpartners.com/jpapps/statestreet_apac">http://statestreet.jobpartners.com/jpapps/statestreet_apac</a> for application <b>Job Ref.: HKG05-S-110</b>	
Application should send to: <b>The above link</b>	
Closing Date: <b>10 November 2007</b>	
Remarks: <b>N/A</b>	