

**Job Title: Finance internship (Fusure Reinsurance)**

**Responsibilities:**

- Responsible for day to day accounting operations and bookkeeping
- Data entry for bank reconciliation
- Assist in data analysis and various finance ad hoc projects
- Filing, support and handle office administration work

**Qualifications:**

- Studying accounting degree/degree holder of accounting or related discipline;
- Bookkeeping experience is preferred
- Proficiency in PC knowledge including MS Excel
- Self-motivated, independent and well-organized
- Good command in written and spoken Mandarin and English

