

(Bowtie Life Insurance Company Limited)

About the company

We are the first licensed virtual insurer (虛擬保險公司) in Hong Kong. We believe that insurance is fundamentally good, and we are here to bring the good back through our passionate, innovative, and customer-centric team.

By combining our deep domain expertise and our own proprietary modern technology, we are building one of the most iconic, category-defining health insurance companies in Asia.

We take pride in moving fast all the time and our **track record** in moving ahead in the game. Our digital insurance platform is also **ranked #2 in the world** in Sia Partners' 2023 report.

Internship Information

As a young and fast-growing company, grooming and learning from the next generation is always our priority. We are looking for interns to join us throughout the year - as a Bowtie intern, you will be treated and work like the rest of the team (no fetching coffee duties), and gain experience in substantive marketing or growth projects.

We also offer return offers for high achievers who share **our values!**

Name of Department(s) offering internship positions:

Finance

Internship Duration: (3-12) months

Internship Period: (6) / 2024 – (5) / 2025

Intern's Job Description

Job Duties:

- Support the preparation of financial statements, management reports, and presentations.
- Assist with the management of accounts payable and receivable
- Assist the accounting and finance team with day-to-day tasks, including data entry, account reconciliation, petty cash handling, policy management system updates, and invoice processing
- Participate in month-end and year-end closing processes

Requirements:

(A) Education Background:

- Currently pursuing a Bachelor's or Master's degree

(B) Discipline Preferred:

- Finance, Accounting or a related field

(C) Technical Skills:

- Microsoft Office Excel

(D) Language Proficiency:

- Both English & Cantonese

(E) Others:

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