Placement Student Programme (Settlement) 2025-2026

Company: Hong Kong Monetary Authority

Division: Settlement Section

Salary: HK$ 11,500 per month

Benefits: Medical and dental benefits

No. of vacancy: 1

Duration of placement: till June 2026

Deadline for application: 5 September 2025

Interview period: September 2025

Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011832-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To assist in system support for the major systems used in the Settlement Section such as:
  - ➢ internal and external trades processing and settlement systems;
  - ➢ Real Time Gross Settlement Systems;
  - ➢ SWIFT;
  - ➢ System for account reconciliations; and
  - ➢ Trade Confirmation Matching System, etc.

  The system related tasks include:
  - ➢ Systems maintenance tasks such as data input, verification, filing, housekeeping exercise etc.
  - ➢ Daily and monthly reconciliation operations
  - ➢ User acceptance testing in relation to periodic system software upgrades
  - ➢ Systems connectivity test in contingency drills
  - ➢ IT-related administrative tasks such as maintenance of system performance and outage statistics, processing of user profile update record, arrange equipment for meeting and presentation etc.
  - ➢ Other IT related works arising from system enhancement projects

- To assist in the preparation of Management Information System reports and monthly statistic reports.

<u>Requirements:</u>

- University student majoring in Information Technology stream;
- Well versed with Microsoft Word, Excel and Powerpoint;
- Knowledge and experience in VBA programming using Excel preferred;
- Good oral and written communication skill;
- Ability to manage multiple tasks and work under pressure;
- Self-motivated, well-organized and able to work independently; and
- Diligent and attentive to details