



公司介紹

方圆金融集团 (简称“方圆”) 于 2008 年在香港成立，目前在香港、新加坡和深圳均有办公地点，开展以下受规管业务：

- 1)香港: 第九类 (资产管理)、第四类 (证券咨询)
- 2)新加坡: 资本市场服务牌照

方圆基金作为全球知名对冲基金，管理层在美国、亚洲及中国拥有丰富的资产管理及资本市场经验。方圆管理的基金荣获多个奖项及提名，包括 EurekaHedge、AsiaHedge 等权威机构颁发的“最佳长期收益基金”、“最佳亚洲固定收益基金”、“最佳大中华对冲基金”、“最佳多策略基金”等。

集团旗下公司现因业务发展需要招聘以下职位：

现因业务发展需要招聘以下职位：

职位：**基金运营和风控**

地点：深圳南山

合约：全职

工作职责

1. 负责基金的日常运营工作，应用 AI 技能进行自动化和流程优化；
2. 进行运营内控，处理风险数据，并支持风险管理工作；
3. 协调外部各方（包括交易对手、主经纪商、托管行和基金行政管理人等），进行基金现金管理、账户开设、交收结算和基金估值；
4. 其他分配的工作和项目；

岗位要求

1. 海外/国内重点大学本科或以上学历，有会计/数学/统计/金融类相关专业背景优先考虑；
2. 1-2 年基金中后台相关金融从业经历者优先；
3. 熟练使用 Excel；熟练掌握至少一款主流大语言模型平台，例如 ChatGPT、Claude、GitHub Copilot 或 Gemini，具备实际提示词工程应用能力。
4. 精通 Python 编程，能够编写脚本完成文件处理与 API 对接工作。
5. 扎实的数据处理功底，可独立对各类业务文档的非结构化数据做清洗、标准化及整理；有参与企业 AI 知识库项目或相关项目经验者优先考虑。
6. 英语书面能力优秀，粤语流利是加分项，能提供雅思或托福成绩者优先；



7. 具有高度责任心和团队协作能力，认真仔细，能适应快节奏工作环境;

附加信息和申请方法

我们提供有竞争力的薪酬和福利：年终奖金，5 天工作周，15-20 天带薪年假，五险一金，提供免费午餐、通讯补助，在岗培训和稳定和谐的工作环境。

有关公司的更多信息，请参阅我们的网站 www.fangyuanfh.com

有兴趣人士请在邮件标题写明“**姓名+电话+应聘基金运营和风控全职岗位**”并将预期薪水和中英简历发至 hr.cn@prudenceinv.com

公司会将所有收集到的个人资料严格保密，仅用于与就业有关用途。

Company Introduction

Prudence Financial Group ("Prudence") is an investment management firm with around 50 employees across Hong Kong, Singapore and mainland China. Since 2008, Prudence has consistently delivered high-quality returns to investors and received multiple industry awards.

Fund Operations and Risk

Location: Shenzhen Nanshan

Position: Permanent

Responsibilities

1. Handle daily fund operations tasks, utilize AI techniques for automation and streamlining;
2. Conduct operations control, process risk data and support risk management;
3. Liaise with external parties, including counterparties, prime brokers, custodians and fund administrators, to conduct business activities such as cash management, trade settlements and NAV calculations;
4. Perform other ad-hoc tasks and projects as assigned.

Requirements

1. Bachelor's degree in Math/Statistics/Accounting/Finance or related disciplines;
2. 1-2 years working experience in fund operations or fund administration is preferred;



3. Proficiency in Excel is required. Proficient in at least one major large language model (LLM) platform, such as ChatGPT, Claude, GitHub Copilot, or Gemini, with practical prompt engineering skills;
4. Proficiency in Python programming, with the ability to write scripts for file processing and API integration;
5. Strong foundational data processing skills, capable of independently cleaning, standardizing, and organizing unstructured data from various business documents. Prior experience participating in enterprise AI knowledge base projects or related initiatives is a strong plus;
6. Excellent command in written and spoken English and Chinese, Cantonese is a plus;
7. Strong sense of responsibility, a team player, attention to details, able to work in a fast-paced environment.

Additional Information and Application Method

We offer competitive remuneration package: 5-days work week, minimum 15 days annual paid leave, medical benefit, complimentary office lunch, on the job training and a stable harmonious working environment.

For more information about the company, please refer to our website www.fangyuanfh.com

Interested parties please send your resume in English and Chinese with expected salary to hr.cn@prudenceinv.com

All information received will be kept in strict confidence and only for employment-related purpose.

Personal Information Collection Statement pertaining to Recruitment

All information received will be kept in strict confidence and only for employment-related purpose. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, benefits package to be discussed with you subject to selection for the position. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your



personal data in relation to your application. If you wish to exercise these rights, please complete the “Data Access Request Form” specified by the Privacy Commissioner for Personal Data and forward it to hr.cn@prudenceinv.com