

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Treasury (TAB/RASD/RAS3)

No. of Interns to be Recruited: 1 No. of Nominations: 3

Description of Internship Programme: To assist in the daily operations, reconciliation and compilation of statistics of departmental revenue collection, contract administration and administration support duties.

Programme Commencement Date: June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 3 months Working Hours: 44 hours/ week

Office Venue: Room 2901, Immigration Tower, Wanchai Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:

Accounting or Finance related

Year of Study: Year 2 or Year 3 in 2022-23 school year (non-final year)

Specific Knowledge/Skills: Microsoft excel, word, powerpoint and good command of English and Chinese

Work Experience (if applicable): N.A.

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N.A.

APPLICATION METHOD (may choose more than one as appropriate)

☐ By E-mail ☐ By JIJS
(By mail or by fax is also acceptable.)

☒ **Submit Application Form for Post-Secondary Student Summer Internship Programme thru the institution**

☐ Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 29/04/2022 Require Selection Interview: Yes/No*

Post-Secondary Student Internship Programme [6-month intern] Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): The Treasury
(Treasury Accounts Branch – Financial Reporting Division)

No. of Interns to be Recruited: 1 No. of Nominations: 3 (from each institution)

Description of Internship Programme: _____

(i) To assist in research work on accounting standards and policies; and

(ii) To assist in the compilation of accrual-based consolidated financial statements of the Government

Programme Commencement Date: Mid June 2022 Allow Flexible Commencement Date: Yes/No *

Period of Internship: 6 months (June 2022 to December 2022) Working Hours: 44 hours/week

Office Venue: 29/F, Immigration Tower
7 Gloucester Road, Wan Chai Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Major in Accounting and Finance

Year of Study: Year 2 or Year 3

Specific Knowledge/Skills: (i) Good command of English in writing; and

(ii) Proficiency in using Microsoft Office & research engines

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

APPLICATION METHOD (may choose more than one as appropriate)

☐ By E-mail ☐ By JIJIS
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