

## 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 accounts of the Government

Programme Allow-Flexible  
Commencement Date: Mid June 2023 Commencement Date: Yes/No \*

Period of Internship: 6 months (June 2023 to December 2023) Working Hours: 44 hours/week

Office Venue: 29/F, Immigration Tower  
7 Gloucester Road, Wan Chai Allowance per Month: HK\$11,200

### **ELIGIBILITY REQUIREMENTS**

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

Year of Study: Year 2 or Year 3 in 2023-24 school year (non-final year)

Specific Knowledge/Skills: (i) Good written communication skill in English; 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  
(By mail or by fax is also acceptable.)

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

☐ Submit Resume/Covering Letter & Resume/Others\*: \_\_\_\_\_

Deadline for Application (DD/MM/YYYY): 25 April 2023 Require Selection Interview: Yes/No\*