

## Post-Secondary Student Summer Internship Programme [3-month intern] Request Form

Name of invited Institution: \_\_\_\_\_

### DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): \_\_\_\_\_

The Treasury

No. of Interns to be Recruited: 5

No. of Nominations: 5

(from each institution)

Description of Internship Programme: \_\_\_\_\_

- (a) To assist in conducting compliance checking;
- (b) To assist in system development ground work, including preparation of system design flow diagram;
- (c) To assist in user acceptance tests and research work for Treasury's digitalization projects;
- (d) To assist in the daily operations, reconciliation and compilation of statistics of special projects;
- (e) To assist in investment market research work;
- (f) To assist in payment disbursement;
- (g) To handle other clerical and administrative support duties.

Programme

Commencement Date: Mid June 2023

Allow Flexible

Commencement Date: Yes/No \*

Period of Internship: 3 months (June 2023 to August 2023)

Working Hours: 44 hours/week

Office Venue: Immigration Tower, 7 Gloucester Road, Wan Chai or  
Pioneer Centre, 750 Nathan Road, Prince Edward

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 communication skill; good command of written English and Chinese; and  
(ii) Accounting knowledge and computer skills including Microsoft Excel, Word and PowerPoint and 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 JIIS  
(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\*