

Headquartered in Hong Kong with presence in Singapore, Australia, Japan and India, Quantifeed is Asia's leading provider of digital wealth management solutions for financial institutions.

Developed by a team with experience drawn from leading investment banks, Quantifeed's QEngine has been named Best Robo Advisor Solution by the prestigious Asian Private Banker magazine for three consecutive years. Its robo technology powers banks, insurers, brokers and wealth planners to provide simple, personalised, and engaging wealth management journeys. Combining software engineering and quantitative finance, we help transform financial institutions into providers of wealthcare, a customer-centric service focused on meeting everyone's wealth management needs. For more information, please visit: <https://www.quantifeed.com>.



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# Business Support Officer - Finance & Operations

**Location: Hong Kong**

We are looking for a Business Support Officer to perform a variety of financial and operational duties in the Operations Team of the company.

## Responsibilities

- Be a proficient user of Xero and manage the various process within the system including:
  - a. Preparation of monthly expense claims for management team
  - b. Periodic maintenance of fixed asset register to keep records up-to-date
  - c. Reconciliation of bank accounts
- Manage the company's bill payment and cheque issuance
- Prepare accounting entries for invoice related transactions
- Schedule interview and travel arrangements for teams
- Coordinate regular team event logistics including venue set up, invitations, and preparation of event materials
- Provide support to teams on an ad-hoc basis

## Requirements

- Degree or above, with at least 2 years working experience in Accounting & Office Administration
- Proficient in using Windows, Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe Editor
- Excellent time management skills and ability to multi-task and prioritize work
- Highly motivated, detail-oriented, and able to work independently
- Ability to maintain confidentiality and integrity at all times
- Fluent in English and Cantonese, Mandarin is a plus
- Good phone manners
- Immediately availability is preferred

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