Overseas Internship Program
Summer 2020
Finance/ FinTech/ Accounting/ Marketing/ Business

Destinations: London, United Kingdom
Dublin, Ireland
Sydney, Australia

2020/05/23 – 2020/06/20 (Deadline: 20/02/2020)
2020/06/06 - 2020/07/18 (Deadline: 02/03/2020)
2020/07/18 - 2020/08/29 (Deadline: 02/03/2020)

Visit http://www.hkcareers-internship.com/ to learn more

Early Bird Offer: Discount of HK$ 300 will be given if you apply before 20/01/2020
Special Offer: Discount of HK$ 200 will be given to participants who attend the briefing session!
Submit your application on www.hkcareers-internship.com
The Overseas Internship program is designed for ambitious university students to gain international exposure and finance/business experience in London (United Kingdom), Dublin (Ireland) and Sydney (Australia). Students will have an internship experience working in one of our partner firms overseas.

We have designed this program to enhance your competitiveness in Hong Kong’s job market. If you are interested in working in the Finance/Business fields upon graduation, this program will be a strong addition to your CV to demonstrate your business skills and international exposure, which are essential for employers nowadays.

Other key benefits and features of the program
✓ The opportunity to work on business projects at our partner companies
✓ Experienced supervisors from our partner companies with years of business experience will provide feedback on your work
✓ The opportunity to interact with colleagues from various nationalities
✓ The opportunity to make new life-long friends with other participants
✓ Weekend social activities to explore the local culture

About the organizer
HKCareers, established in 2013, is the market leader in running various career programs for university students and young professionals to develop their careers in Investment Banking, Banking, Conglomerate, Property, Advisory and Accounting sectors.

HKCareers International Finance/Business Internship Program is trusted by various universities in Hong Kong and we have helped 100+ university students to gain work experience in London/Sydney/Dublin.

Our international internship program is trusted by major universities.

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Students who attend the briefing will win HK$200 discount if they are accepted to the program! You can visit our website to know more about the schedule and venue for the briefing sessions.

Content of the briefing session:
- Detailed explanation about the variety of internships that this program offers and how it can help you to secure a promising grad job after graduation
- Detailed explanation about the requirements, visa and application procedures for students to enter the program
- Key interview skills that will allow you to pass the group interview for this program

You can register for the briefing session on: https://www.hkcareers-internship.com/briefing-session

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General Requirements:
✓ Aged 18 or above, Full-time Bachelor/Postgraduate Degree students
✓ Fluent in English
✓ Positive attitude and eager to learn
✓ Strong academic record
✓ Committed to excellence in projects
✓ No criminal record in order to enter the United Kingdom

Program Details & Fees

<table>
<thead>
<tr>
<th>Period</th>
<th>Duration</th>
<th>Program Fee</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>2020/05/23 – 2020/06/20</td>
<td>4 weeks</td>
<td>HKD 31,800</td>
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<td>2020/07/18 - 2020/08/29</td>
<td>6 weeks</td>
<td>HKD 34,800</td>
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Program Inclusions
✓ Internship Placement  ✓ Social Activities  ✓ SIM Card (30 days valid) & Oyster Card (5 pounds)
✓ Accommodation*       ✓ Visa Assistance     ✓ Pre-departure Briefing
✓ Reference Letter      ✓ 24/7 Emergency Contact ✓ Airport Pickup

*Students stay in a Twin Room. Single Room and ensuite single room can be provided at extra cost
*Exclusions from Program Fee:
1. Daily Expenses and Personal Insurance
2. Visa Application/ Visa Related Fees #
   I. Visa Application Fee (£ 244)
   II. Visa Related Fees
      a. Healthcare Surcharge for UK Govt (£600), applicable for Tier-5 (Youth Mobility Scheme) OR
      b. Certificate of Sponsorship (£590), applicable for Tier-5 (Government Authorized Exchange)
   III. Any other potential surcharges
3. Flight Tickets

#Please note that immigration and visa policies can change frequently. We cannot bear the liability for the accuracy of the information.
For more details about Visa Application, Please refer to https://www.hkcCareers-internship.com/london

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Accommodation:
- A basic hostel in Zone 1/2 will be arranged. Students will stay in a shared-room.
- Other facilities include gym, laundry, WIFI, Social Room, 24 CCTV.
- Meals will be served (2 meals each day)/ Self catering kitchen will be provided. (subject to changes)

Students can request to upgrade to single or ensuite single room with extra costs.

2 Guarantees to ensure the internship quality:
1) You will be assigned a direct supervisor where you can receive feedback constantly.
2) We will consolidate your feedback in the first 2 weeks of internship and reflect to your supervisors so they can assign relevant and valuable tasks.

Student Recommendations:

I have undertaken tasks relating to accounting and taxation, which helped me gain a detailed understanding in accounting field in the UK. I have learnt to use the company’s accounting softwares including BTC, VT, QuickBooks, and Excel. I have also had plenty of opportunities to interact with clients.

— Ines, CUHK (Summer, 2017)

Within the 1 month internship, skills I gained includes: SEO, PPC, Adwords Research, Content Marketing and CMS etc. My daily tasks included blog writing and meta data / meta description writing, the sense of success upon seeing the materials being published onto our clients’ websites has been the happiest part of my job.

— Michelle, HKUST (Winter, 2017)

*Please understand that the actual duties will vary according to the intern capabilities and business needs.

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Submit your application on www.hkcareers-internship.com
General Requirements:
✓ Aged 18 or above, Full-time Bachelor/Postgraduate Degree students
✓ Fluent in English
✓ Positive attitude and eager to learn
✓ Strong academic record
✓ Committed to excellence in projects
✓ No criminal record in order to enter Ireland

Career Field:

Program Details & Fees:

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Program Inclusions:
✓ Internship Placement  
✓ Social Activities  
✓ SIM Card (30 days valid)
✓ Accommodation*  
✓ Visa Assistance  
✓ Pre-departure Briefing
✓ Reference Letter  
✓ 24/7 Emergency Contact  
✓ Airport Pickup

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Exclusions from Program Fee:
1. Daily Expenses and Personal Insurance
2. Visa Application/ Visa Related Fees #
   - HKSAR passport Holder do not require a visa to stay in Ireland for fewer than 90 days.
   - Short Stay ‘C’ Visa (€60) for China passport Holder
3. Flight Tickets

#Please note that immigration and visa policies can change frequently. We cannot bear the liability for the accuracy of the information.

For more details about Visa Application, Please refer to https://www.hkcareers-internship.com/ireland

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Submit your application on www.hkcareers-internship.com
International Internship & Exchange Program
Dublin, Ireland

Accommodation:
• A basic hostel in central Dublin will be arranged. Students will stay in a shared-room.
• Other facilities include: laundry, WiFi, Social Room, 24 CCTV
• Self catering kitchen will be provided (subject to changes)

Students can request to upgrade to single or ensuite single room at extra cost

Two Guarantees to ensure the internship quality:
1) You will be assigned a direct supervisor where you can receive feedback constantly
2) We will consolidate your feedback in the first 2 weeks of internship and reflect to your supervisors so they can assign relevant and valuable tasks

I did analysis on banking data, including customer's income data and bank transfer data to see if there are any specific patterns in user's income sources and spending habits. Moreover, I handled tasks from the compliance department that I performed Know Your Customer Checks (KYC) on users, sorting useful data from google query (with codes), making use of the platform Intercom to send emails to users for verification of identity, as well as performing Experian checks and processing verifications at the backstage. - Tracy Cheng, HKU, (Summer 2019)

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Program Inclusions:
✓ Internship Placement
✓ Accommodation*
✓ Reference Letter
✓ Social Activities
✓ Visa Assistance
✓ SIM Card (30 days valid)
✓ 24/7 Emergency Contact
✓ Pre-departure Briefing
✓ Airport Pickup

*Exclusions from Program Fee:
1. Daily Expenses and Personal Insurance
2. Visa Application/ Visa Related Fees #
   I. Visa Application Fee (AUD 440)
   II. Any other potential surcharges for health check
3. Flight Tickets

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Accommodation:

• Homestay
  • Furnished Single Room
  • 2/3 meals per day are served
• Furnished and Cozy Accommodation
  • Shared Room
  • Self-catering kitchen

*Accommodation arrangement depends on the work location.

2 Guarantees to ensure the internship quality:
1) You will be assigned a direct supervisor where you can receive feedback regularly
2) We will consolidate your feedback in the first 2 weeks of internship and reflect to your supervisors so they can assign relevant and valuable tasks

Student Recommendations:

Working in a consultancy firm, I learned a lot about private equity, funds, family offices and many more about the financial sector. The colleagues were all very nice and helpful to me throughout the whole internship, which helped me settle in.
— Hin Nok, HKUST (Winter, 2017)

I had a memorable experience in such a great programme. Interning in an overseas firm provides me international exposure with understanding of local culture. The working environment is great, plus you can explore the city and even travel abroad near the country in weekends. Especially you can meet a group of like minded friends, which made the journey more memorable. A great point to note is the organizer are very helpful and we really enjoyed the journey.
— Kit, HKUST (Summer, 2017)

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Companies our past interns have worked at:

**London Mutual Credit Union**
London Mutual Credit Union is a financial co-operative that exists for the benefits of its members who live and/or work in London Boroughs of Southwark or Lambeth. Our interns have worked in London Mutual Credit Union to assist in preparing credit checks, recording and processing financial transactions and to assist processing loan applications.

**Wimmer Financial**
Wimmer Financial is a London-based corporate advisory boutique investment bank with global reach through a network of partners and clients all over the world. Established in 2007, the firm brings together a team of senior banking professionals with diverse geographic, product and transaction focuses. Our interns have been accepted to work in Wimmer Financial to assist in transaction processing, preparation of financial reports and financial analysis.

**Fisher Packerman & Associates**
This multi-disciplined practice has been providing accounting services, business law consultancy, strategy planning and financing for wide range of companies, in a wide range of industries since 1981. From traders to publicly-quoted companies, its assignments range from the 'one-off’ to regular on-going consultancy. Our interns have been accepted by Fisher Packerman to assist in providing consulting and research reports to their clients.

**Minttwist**
Minttwist is an international marketing agency. They work closely with brands from around the world, to build immersive digital experiences. Our interns have been accepted to handle tasks related to copywriting, SEO, and social media marketing.

**Hillgate Property Management**
Hillgate Management has over forty years experience in property management. They build good working relationships with clients to provide a solid, professional management service and react quickly to solve any problems that might arise. Our interns have been accepted to Hillgate Management to assist in Budgets and forecasting for buildings projects.

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Sample Duties drafted by prior companies (for reference only)
*Internship fields are different for UK, Australia and Ireland

**Financial Services**
- Perform Industry Analysis
- Assist in calculation of forward 3 year revenue projections
- Analyze and updating company’s capitalization and stock option issuance
- Financial analysis of various revenue components, including agents fees and margin structure
- Analysis of all fixed and variable costs under multiple performance scenarios
- Conduct comparative performance analysis on different players in the market
*Financial Services placement is very competitive*

**Accounting**
- Handle timely completion of audit assignments under the supervision of a senior auditor
- Conduct cross checks on internal control procedures by examining records, reports, operating practices, and documentation to ensure compliance with relevant regulations
- Prepare preliminary analytical reviews, reports and financial statements for comparison with the financial performance of last 5 years
- Document audit findings using standard issue format and discuss them with senior auditor
- Communicate effectively with clients and department management; demonstrate good presentation skills and strong writing skills

**Financial Technology**
- Drafting of Business Plan of new business opportunities by devising business strategies, Industry, Market and Competitor Analysis, preparing financial model, project appraisal and valuation, funding, risk management, preparation of implementation timeline
- Ability to understand a range of business models but principally related to the FinTech field
- Working understanding of different frameworks - PESTEL, Balanced Scorecard, Corporate Strategy, SWOT, Financial Analysis and Valuation Methodologies
- Some experience of fund raising and different project funding options
- Understanding of project and equity appraisal and understand the concept of IRR

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**Property Management |**
- Provide advice to clients on the letting process
- Engage in the tenant selection process to identify responsible and reliable clients
- Check tenant references, review tenant agreement and inventories
- Set up viewings and present the property to potential tenants
- Assist in resolving issues within the properties
- Liaise with third parties
- Meet landlords and provide advice on rents

**Human Resources |**
- Involve in the entire recruitment process, which includes
  - Source, identify and shortlist a group of potential candidates
  - Arrange and conduct a screening interview with candidates
  - Analyze, consolidate and present a suitable profile to clients
  - Negotiate the best package for candidates
- Build and maintain proper relationships with clients and candidates
- Conduct research on the latest trend and information of the job market to clients and candidates

**I.T. Related |**
- Collect and collate appropriate data for usage in databases and conducting related research
- Ensure the integrity and quality of data, being vigilant in data preparation and analysis process.
- Analyze data with standard methods, interpret the results, and provide written summaries of data analyses
- Present analysis results and discuss business intelligence needs or information with internal and external clients
- Be sensitive to project deadlines

**Marketing |**
- Collaborate with the marketing team to create original content for marketing and promotional purposes as well as attending client meetings
- Prepare monthly marketing reports to measure the effectiveness of marketing campaigns
- Assist in creating promotional material for internal and external communication
- Engage in online PR and outreach activities
- Supporting High Value Targeted Consumer strategies with a view to repeat/retention schemes

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It was a memorable trip to London. For me, since I'm pretty keen on analysis and dealing with numbers, I was assigned to be a winter financial analyst at a publishing company, which office is cool and cozy. During the time interning in there, I helped build a new analysis model with Excel and VBA, which I learned in London. The process is fruitful I would say, and my supervisor is always willing to share his views with me. He is an experienced salesman now leading the whole sales team. One thing I would definitely highlight is about my reflection upon the internship. Sometimes I understand good relations from data, but the truth is just not what I observed. He guided me through all numbers but in turn I did have a great opportunity to present my finding with the MD and CFO. They highly recognised my work and they asked me to extend the model company-wise.
— Sunny, HKU (Winter 2016)

My supervisor and his team were extremely welcoming, they gave me opportunities to participate in company events and taught me the ground realities of the property and financial industry. Apart from drafting documents and working on agreements, I have also gained lots of inspirations by attending the investment presentations, in which entrepreneurs presented their business ideas, hoping to raise capital for their companies. Finishing this internship, I am walking away with many new skills and knowledge that will help me in my future career.
— Rachel, HKUST (Winter 2017)

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