风控合规部 -法务及合规高级经理/助理经理

工作职责

1、负责公司日常法律事务，包括审阅、修订及起草各类中英文商业合同、法律文件及内部政策，并就公司运营及业务拓展中涉及的法律问题提供及时、准确的专业意见。

2、支持公司合规管理工作,确保营运符合香港证监会(SFC)及保险业监管局(IA)规则要求，并全面遵守香港及中国内地相关金融法律法规，持续跟进监管动态并推动内部落实。

3、协助处理合规申报、监管机构查询及现场检查，制定年度合规培训计划，编制培训材料并定期开展合规培训，提升员工合规意识。

4、协助识别及评估保险及相关金融业务的法律与合规风险，就新业务、新产品或合作模式进行合规可行性分析，并提供切实可行的风险缓释建议。

任职要求

1、硕士或以上学历

2、法律学士（LLB）或法律专业证书（PCLL）专业

3、1 至 2 年投资、融资、保险或其他金融行业法律及合规相关工作经验者优先

4、持有香港或其他普通法司法管辖区律师资格者优先

5、熟悉香港及中国内地金融法律法规，以及香港证监会（SFC）及保险业监管局（IA）的监管要求

6、能独立处理法律及合规相关工作，包括合同审核、合规检查及法律支持工作

Senior Manager/Assistant Manager, Legal and Compliance

Job Responsibilities

1. Handle the company's day-to-day legal matters, including reviewing, revising and drafting commercial contracts, legal documents and internal policies in both Chinese and English, and provide timely and accurate professional advice on legal issues arising from the company's operations and business development.
2. Support the company’s compliance management function to ensure business operations comply with the requirements of the Securities and Futures Commission (SFC) and the Insurance Authority (IA), as well as relevant financial laws and regulations in Hong Kong and Mainland China; continuously monitor regulatory developments and facilitate internal implementation.
3. Assist with compliance filings, regulatory inquiries and on-site inspections; develop annual compliance training plans, prepare training materials and conduct regular compliance training programmes to enhance employees’ compliance awareness.
4. Assist in identifying and assessing legal and compliance risks relating to insurance and related financial services, conduct compliance feasibility assessments for new business initiatives, products and partnership models, and provide practical risk mitigation recommendations.

Job Requirements

1. Master's degree or above.
2. Bachelor of Laws (LLB) and/or Postgraduate Certificate in Laws (PCLL).
3. 1-2 years of relevant experience in legal and compliance functions within the investment, financing, insurance or broader financial services sectors is preferred.
4. Qualification as a Solicitor in Hong Kong or another common law jurisdiction is preferred.
5. Familiar with the financial laws and regulations of Hong Kong and Mainland China, as well as the regulatory requirements of the Securities and Futures Commission (SFC) and the Insurance Authority (IA).
6. Able to handle legal and compliance-related work independently, including contract review, compliance monitoring and legal support.