

Crédit Agricole Corporate And Investment Bank

Crédit Agricole CIB is the Corporate and Investment Banking arm of the Crédit Agricole Group, the world's n°13 bank measured by Tier One Capital (The Banker, July 2018). The Bank offers its clients a comprehensive range of products and services structured around six major divisions:

- Client Coverage & International Network
- Global Investment Banking
- Structured Finance
- Global Markets
- Debt Optimisation & Distribution
- International Trade & Transaction Banking

The Bank provides support to clients in large international markets through its network with a presence in major countries in Europe, America, Asia Pacific and the Middle East.

For more information, please visit the website at www.ca-cib.com

Trainee Auditor (One Year Contract)

Summary of the position:

The Trainee is responsible for conducting audit tests and work streams and issuing audit conclusions and recommendations as part of an audit assignment under the supervision of a Senior Auditor or a Lead Auditor. Through interviews with auditees, reviews of documentation and data analyses, he/she is in charge of assessing the risks of activities/departments/themes reviewed and the effectiveness of the internal control setup. Over the course of the various audit assignments, he/she develops Audit techniques to gain in autonomy and efficiency.

I – During an audit assignment

The Trainee is responsible for carrying out audit work under the supervision of a Senior Auditor/Lead Auditor within established timeframes in accordance with IGE methodology and procedures and Internal Audit standards. It includes:

- To independently carry audit planning and fieldwork as assigned by the Lead Auditor, in accordance with IGE methodology and within agreed timeframe, including:
 - A preliminary assessment of the audited activity highlighting the related risks and controls
 - Testing and analysing of the results of the controls planned in the audit program
- To document clearly and precisely in the test sheets the controls performed and the conclusions reached
- To identify and report on strengths and weaknesses of the audited areas, to analyse the root causes and consequences of the identified weaknesses, to formalise possible remediation and recommendations to address the findings and to conclude on the effectiveness and efficiency of the control set-up and business practices
- To present audit conclusions to IGE management and to the management of the audited unit (debriefing presentation, final audit report, etc.).
- To keep the Lead Auditor in charge of the assignment/Local Head of Audit informed of the progress on the audit work assigned, and to escalate any issue that may impact/delay the audit's execution or any other relevant matters that arise on the assigned audit and the risk and control environment
- To conduct recommendations follow-ups to monitor whether adequate corrective actions have been taken prior to closing any recommendations
- To ensure proper archiving of any supporting documentation, audit evidence and deliverables.

II – IGE Continuous improvement Program / Transversal topics

The Trainee contributes to the continuous improvement of IGE methodologies and processes. As part of his/her responsibilities, he/she can be requested to:

- Prepare or update audit guides or scorecards related to specific activities based on existing knowledge, documentation, interviews, etc.
- Monitor the implementation of recommendations issued
- Build and share knowledge (e.g. through contributing to SynerGIA or taking part in various Methods and Support workstreams or assignments)
- Participate in one or several knowledge communities within IGE

The Trainee is regularly trained on banking and regulatory matters and must always maintain a sufficient knowledge of the audit area he/she is responsible for. He/she must complete all the mandatory trainings within the defined timelines.

Requirements

- Bachelor or Master's degree in accounting, business, finance, engineering or related field with less than 12 months' full-time experiences
- Basic understanding of banking and finance activities
- Verbal and written communication skills
- Ability to work under time pressure
- Analytical skills
- Accuracy
- Organization
- Team spirit
- Proficiency in Word, Excel and Powerpoint
- Fluent in English

Application Method

Please apply for this role on our [Career Website](#). A rewarding package will be offered to successful candidate. We also provide you with medical, life insurance benefits and provident fund scheme.

Personal data provided by job applicants will be used strictly in accordance with the employer's personal data policies, a copy of which will be provided immediately upon request.

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Global Markets Sales Trainee (One Year Contract)

Summary

The successful candidate will join one of our Global Markets sales teams engaged in derivative Products across Interest Rate, Credit and FX. Successful candidate will work closely with senior salespeople to support the daily activities of servicing clients and marketing new products. This is a graduate position for those who have completed their Bachelor or Master degree and the start date will be January / February 2019.

Key Responsibilities

- Work with the Sales team on day-to-day basis to provide market information and forecasts
- Provide support in pre and post trade procedure or in preparation of research views
- Coordinate various tasks which are involved in transaction execution or facilitation of business (Middle Office, Operations, Legal, Compliance, credit support, valuation, client service)
- Get acquainted with the financial markets, its instruments & various structures promoted by the bank
- Learn and help out with various business models, spreadsheets and software required to perform the daily routines
- Support the team to prepare marketing materials and publications.

Requirements

- Master/ Bachelor degree holders, with strong academic background in Accounting, Business, Finance, Economics, Mathematics, Statistics, Financial Engineering, Science or Engineering with less than 12 months' full time experience
- Strong analytical skills and quantitative skills, prior experience in global financial markets products will be an advantage
- Strong communication and problem solving skills with ability to provide analysis and solutions
- Self-motivated and detail minded with a strong sense of commitment and responsibility
- Proficiency in Microsoft Excel, Word, PowerPoint and other PC applications
- Responsible, self initiative, positive attitude, attentive to details & hardworking
- Fluent in written and spoken English and Mandarin

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