

Assistant Compliance Manager | 合規經理

About Us

Bowtie's mission is to create a digital insurance platform that brings greater good to consumers. As we grow towards that mission, we're looking for highly dynamic, hands-on and passionate talent to our team.

We Offer

- Competitive salary
- Fun, co-operative and flexible startup culture
- Weekly sharing sessions and regular happy-hour gatherings
- Flexible working hours
- 5-day work week and Annual Leave
- Benefits include medical/ dental coverage and wellness program
- Professional Development Sponsorship

About the Role

The role will assist the Compliance Officer in providing compliance advice on daily operations of a local virtual insurance company. Following our internal Compliance Risk Management framework, the major scope of responsibilities will include the following:

- Review product, marketing and promotional materials to ensure regulatory compliance
- Assist business to implement new and amendments in rules and regulations in a timely manner
- Assist business to comply with market conduct and licensing matters
- Provide advice on data privacy matters, including helping the business to go through the privacy impact assessment process

- Provide advice to business on financial crime matters

The role will help identify, resolve and report any non-compliance activities and control deficiencies to the line manager and local management in a timely manner.

About You

- University graduate with minimum 3 years compliance experience in the insurance industry
- Knowledge of digital insurance business will be an advantage
- Possess strong compliance and strong governance senses while be open-minded on new business initiatives
- Self-motivated and energetic towards the job
- Work independently as well as be a good team player
- Strong communication skill to perform supporting and ongoing monitoring role
- Willing to learn
- Good command of both written and spoken Chinese and English

How to Apply

Send a description of your work history (whether as a resume, GitHub profile, LinkedIn profile, or prose) to careers@bowtie.com.hk

Financial Accountant | 財務會計師

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About the Role

- Handle daily accounting duties, including bank reconciliation, expense summary, revenue billing, accounts payable and accounts receivable reconciliations
- Help to prepare monthly management accounts and analyse the company performance against budgets and forecasts, and report to senior management
- Assist in annual budget and quarterly forecasts exercise
- Assist in cash and Treasury management activities
- Liaise and work with external parties in preparation of year-end statutory accounts and tax filing documents
- Prepare user requirement on finance and accounting related project with different teams on financial information flow

- Actively involved in setting up the platform for the Accounting process and integration with the back-end development of the main operation of the company
- Assist in the implementation of accounting system, internal control and policies
- Involve in ad-hoc assignment as requested

About You

- Degree holders in Accounting/Finance or related discipline
- 1 to 3 years working experience in accounting or audit (Big Four candidate or insurance background preferred)
- Proficient in MS Office including Word, Excel, and PowerPoint
- Good command in spoken and written English and Cantonese
- A great team player with independent and strong interpersonal skill, who value the growth of the team and himself/ herself
- Positive attitude and able to work in a changing environment and under pressure

How to Apply

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Partnership Analyst

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About the Role

Being part of the partnership team, you will apply your content / graphic creation skills and digital marketing knowledge to support the team for the following:

- Coordinate, implement and monitor campaigns with partners and vendors
- Develop, review and update marketing collateral, including brochure, videos, website content, emails and press release across various formats and platforms
- Assist with offline events, including liaising venue and other external vendors and other on-site support
- Gather and analyze metrics for marketing-related activities, assist in preparing campaign and post-event reports, and deliver actionable recommendations based on findings where required.

- Conduct due diligence on potential partners and counter-parties
- Support partnership marketing initiatives
- Assist with other marketing projects and adhoc activities to support the business as required

About You

We welcome university or college students from all discipline. Your age or faculty doesn't matter as long as you are:

1. At least 1 year of working experience, preferable in the marketing field
2. Excellent proficiency in both written and spoken English and Chinese/Cantonese.
3. Proficient in Microsoft Office, Excel, PowerPoint, Adobe Photoshop
4. Good communication skills and interpersonal skills
5. Strong attention to details, good organizational skills and multitasking
6. Ability to work under pressure and deal with difficult situations in a friendly manner
7. Willing to learn, self-motivated, proactive. Last, but not least, a kind person, you know how to have fun. This is a sprint as well as a marathon. We work as a team, and we leave no one behind.

How to Apply

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