

Law Firm Recruitment Notice

Deacons

Position:	(1) Corporate Finance Executive / Paralegal (2) Junior Funds & Licensing Executive
Job category:	Law Firm
Job type:	[Full-time]
Firm's practice areas:	[Corporate Finance Team and Financial Services Team]
Requirements:	<i>[*Please add/delete as appropriate:]</i> <input type="checkbox"/> 2:1 (second class honors, division one) <input type="checkbox"/> Completed PCLL courses <input type="checkbox"/> To start in [•] after completion of PCLL program
Application procedures:	[Fill in online application at [•] / Send CV/Cover letter by email to hr@deacons.com]
Application deadline:	[Dec 2025]
Interview period:	[•] - [•]
Selection process/criteria:	<i>[*Please add/delete as appropriate:]</i> <input type="checkbox"/> Academic achievements <input type="checkbox"/> Case study / legal problem solving <input type="checkbox"/> Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese)) <input type="checkbox"/> Relevant work experience will be considered <input type="checkbox"/> [Other assessment]
Contact:	Tracy Tsui - HR Tel: 28259550 Email: tracy.tsui@deacons.com

Corporate Finance Executive/Paralegal

A career in our award winning Corporate Finance Practice will provide you with the opportunity to be involved in high-profile initial public offerings and a wide spectrum of corporate finance work. You'll work with market-leading lawyers who drive regulatory evolution through precedent-setting work. This role offers high-potential candidates a unique opportunity to develop hands-on legal expertise through direct involvement in active cases and client matters.

As a Corporate Finance Executive / Paralegal, you will work on a wide range of projects. Specific responsibilities include but are not limited to:

- Reviewing corporate and other legal and commercial documents
- Conducting site visits and due diligence interviews with parties in Hong Kong and overseas
- Preparing various documents in Chinese and English, including prospectuses, shareholders' circulars, announcements, offer documents, due diligence reports, minutes and notices of meetings, etc
- Conducting verification of prospectuses and other documents including offer documents
- Liaising with issuers and other working parties
- Business travel to PRC and other overseas locations

Requirements:

- Hong Kong, mainland China or overseas law degree holder with 1-2 years of working experience in leading law firms. Fresh graduate will also be considered
- High proficiency in both written and spoken English and Chinese with the ability to read and write simplified and complex Chinese characters; fluency in Putonghua is definitely an advantage;
- Ability to work well both individually and in a team setting with strong communication skills and a high level of commercial awareness.

Junior Funds & Licensing Executive

A career in our Financial Services Practice Group will provide you with an opportunity to work with financial institutions in wealth and asset management industry. This is an excellent opportunity for motivated and talented candidates to gain practical legal experience and advance their legal careers.

Responsibilities

As a Junior Funds & Licensing Executive, you will handle a variety of funds, licensing and regulatory matters, as well as build-up your network in the financial industry. Your primary responsibilities will include:

- Assisting in the preparation of documents in relation to funds (both SFC authorised and private funds), and SFC licensing applications through WINGS
- Coordinating and liaising with regulatory authorities and clients on relevant applications
- Providing general on-going regulatory and compliance supports to clients for our Financial Services Practice Group
- Assisting in maintaining internal logs and know how materials relating to regulatory and compliance issues and updates
- Research in market and regulatory updates

Requirements

- A degree holder in law or other business related discipline, fresh graduates will also be considered
- Good understanding and knowledge of the financial services industry including funds management, compliance and regulatory functions
- Strong analytical and problem-solving skills
- A good team player with strong interpersonal and communication skills
- Able to speak, read and write English, Cantonese and Mandarin fluently