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## **Job Description – Associate, Forensic Accounting and Advisory Services, Hong Kong**

### **Company Background**

FTI Consulting, Inc. is a global business advisory firm dedicated to helping organisations protect and enhance enterprise value in an increasingly complex legal, regulatory and economic environment. With more than 4,600 employees located in 27 countries, FTI Consulting professionals work closely with clients to anticipate and manage all aspects of the risks they face: financial, transactional, operational, dispute, reputational, political and regulatory.

In Asia, FTI Consulting has a team of more than 350 professionals situated in 10 business centres across the region. We deliver solutions through our market-leading business practices of Corporate Finance & Restructuring, Economic Consulting, Forensic and Litigation Consulting, Strategic Communications and Technology.

### **Position Summary**

Our forensic accounting and advisory services practice undertakes a wide range of engagements, including complex fraud investigations; FCPA and financial investigations; business valuation, commercial disputes, litigation support and expert witness engagements.

As an Associate, you will be required to work on client engagements under the supervision of more senior members of the team. You will typically undertake tasks such as gathering, organising and reviewing accounting and financial data, performing calculations, undertaking research, and documenting your work.

You will benefit from on-the-job coaching from experienced members of the team, and will be supported in undertaking an appropriate accounting qualification. You will also need to develop a strong knowledge of the legal process, especially with regards to litigation, fraud and compliance issues.

### **Key Responsibilities**

- Reconstruct accounting records from incomplete information.
  - Analyse and interpret accounting records and assess the reliability of accounting evidence.
  - Review financial statements for compliance with generally accepted accounting principles.
  - Undertake company and industry research.
  - Perform financial, ratio and comparable company analysis, and basic financial modelling.
  - Document assumptions, methodology and information sources.
  - Assist with preparation of reports and presentations.
  - Work closely with senior colleagues on client matters.
  - Attend and participate in client meetings.
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**Key Requirements**

- Bachelor's Degree in Accounting, Finance, Economics or related disciplines.
  - Enrolment in (or intention to pursue) a Hong Kong or internationally recognised professional qualification in accounting.
  - Proficiency in both written and spoken English required and written and spoken Mandarin preferred.
  - Strong report writing skills.
  - Excellent analytical and quantitative skills.
  - General knowledge of accounting principles.
  - Familiarity with Internet-based financial research resources.
  - Proficiency with the Microsoft Office applications.
  - Eagerness to learn and the motivation to succeed.
  - Adaptability in a fast paced and dynamic working environment.
  - Strong attention to detail.
  - Able to work with team members and the client in demanding, deadline-driven situations.
  - Strong work ethic and high level of professionalism.
  - Ability to travel when requested.
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## **Job Description – Associate, Data & Analytics, Hong Kong**

### **Company Background**

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### **Position Summary**

The Data & Analytics (D&A) team delivers strategic business solutions for clients requiring in-depth analysis of large, disparate sets of financial, operational and transactional data. Our team of experienced consultants identifies, acquires and transforms vast amounts of critical client information, then uses FTI's business and industry expertise to analyse problems or opportunities and identify solutions. FTI professionals conduct these analyses primarily focusing on class actions, government investigations, litigation support and Chapter 11 bankruptcies.

### **Key Responsibilities**

- Responsible for day-to-day project activities including interaction with other team members, professionals from other firms involved in the engagement, and client personnel;
  - Identify, research, and organise information to assess the appropriateness and sufficiency of available data to facilitate effective data access and analysis;
  - Identify the relationships among multiple sources and types of information to facilitate effective data analysis;
  - Analyse and interpret historical financial, operational, and transactional data;
  - Assist with preparation of reports, written analyses, trial and other presentations, quantitative exhibits, and other client deliverables regarding project scope and/or results of work performed;
  - Maintain detailed working records reflecting assumptions, methodologies, and information sources employed during the performance of all analytical tasks;
  - Participate in client meetings to review results of work performed; and
  - Maintain professional image within the company and project the same to those outside of the company.
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**Key Requirements**

- Bachelor's Degree in one or more of these areas (Computer Science, Management Information Systems or Engineering)
- Strong ability and desire to utilise technology to solve complex problems;
- Experience with programming in one or more of the following languages: VB.NET, C#.NET, Python, PHP, PERL, or similar languages;
- Knowledge of database technologies, such as Oracle, SQL Server, Hadoop, T-SQL, PL-SQL, Hive;
- Experience in using an advanced data analytics platform, such as R, SAS, Strata, is preferred but not required;
- Ability to work both independently and as part of a team in a high-paced, multi-task environment with attention to detail;
- Ability to interface with team members and client personnel in demanding, deadline-driven situations;
- Excellent communication (both written and verbal), logical reasoning, and organisational skills;
- Flexibility with respect to assigned tasks and engagements due to challenging deadlines, changing deliverables, and evolving task priorities;
- Strong work ethic, eagerness to learn, and motivation to succeed; and
- Fluent in written and spoken English; fluency in written and spoken Cantonese and/or Mandarin preferred but not required.

**Key Relationships**

The selected candidate will report directly to the Senior Director and Managing Director, D&A. He or she will also have significant interaction with project team members from other service lines.

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## **Practice Summary**

FTI Consulting's Strategic Communications segment is a leading global communications consultancy. With more than 30 years of experience advising management teams in critical situations, we help our clients use their communications assets to enhance and protect their enterprise value. We have a comprehensive view of strategic communications and have created an integrated suite of services to help clients address complex issues and reach multiple stakeholders, and we are a global leader in financial communications, corporate communications and public affairs.

With approximately 700 strategic communications consultants in more than 25 key markets around the world, we combine global reach with critical local knowledge across domestic and cross-border engagements. We have also built an unrivaled depth of industry and interdisciplinary expertise so clients have access to professionals who are focused on their particular sector, have a broad network of relationships with key influencers and provide communications counsel based on in-depth industry knowledge and experience.

## **Key Responsibilities**

- Assist in drafting communications materials (e.g. writing press releases and briefing documents)
  - Compile, track, summarise and report on media coverage
  - Translate press releases and other key documents in English & Chinese
  - Conduct background research on companies and topics
  - Assist with maintaining contact lists, editorial forward features lists, and event calendars
  - Assist with corporate communications and media relations engagements (e.g. liaising with journalists, distributing press releases, providing support for press conferences)
  - Assist with financial communications and investor relations engagements (e.g. writing earnings related materials, assisting with investment community marketing plans, providing strategic counsel on capital markets activity)
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- Assist on new business initiatives (e.g. conducting research on prospects, creating and editing PowerPoint presentations and proposals, etc.)
  - Other ad hoc administrative tasks as necessary

**Key Requirements**

- University student or recent graduate with a valid student ID.
  - Fluency in English required, both verbal and written
  - Fluency in Chinese ( Mandarin and/ or Cantonese) required, both verbal and written
  - Study or work experience overseas is preferred
  - Strong attention to detail
  - Excellent research, writing and organization skills
  - Highly motivated and able to work easily in both large team environments or independently  
Analytical approach to creating work product
  - Social, enthusiastic and eager to learn and have an ability to work well within a team  
Ability to prioritize tasks and work on multiple assignments
  - Competency in using Microsoft Word, Microsoft Excel and Microsoft PowerPoint
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