

JACELYN TAN

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PERSONAL STATEMENT

ACCA part-qualified fund accountant with close to three years of experience in the private equity fund administration sector. Exposure to quarterly fund calculation with as many as 53 NAVs signed off each quarter. Looking forward to play a vital role in financial decision-making and adding significant value to a business.

PROFESSIONAL EXPERIENCE

Cim Global Business Singapore Pte. Ltd., Fund Administration industry, Client Services Accountant

In charge of the administration of open ended and closed ended funds. These funds invest in Non-convertible Debentures traded on stock exchange, Domestic and International Equity.

January 2016 – Present

Responsibilities:

- Perform administration for private equity funds and open ended funds in accordance to the services provided in the administration agreements, which includes the review of monthly and quarterly management reporting, annual financial statements and GST returns.
- Prepare and review Net Asset Value calculations, associated investors' reports, equalisation computations, drawdown and distribution notices.
- Collaborate with internal and external stakeholders of the funds to ensure timely delivery of quarterly reports and annual financial statements.
- Review legal documents of the funds to ensure ongoing compliance to the respective agreements.
- Execute trade instructions for investments and payments to respective vendors on a timely manner.
- Assist in the due diligence process and onboarding of investors into the fund.
- Exposure to corporate actions required by the funds and set up of fund structures in accordance to Singapore legislation.
- Training and provide guidance to junior members of the company.

Augentius (Singapore) Pte Ltd, Private Equity Fund Administration industry, Client Services Assistant Accountant

April 2014 – December 2015

Managing a team of 3 headcount and a total of 53 entities. The funds consist of 10 Limited Partnerships and 43 SPVs totalling US\$2billion.

Responsibilities:

- Perform the administration of and any services pursuant to administration agreements in respect of a portfolio of private equity funds.
- Prepare and review Net Asset Value calculations, financial statements and associated reports with a view to operate independently within deadlines.
- Prepare and review drawdown and distribution notices.
- Meet expectations of fund participants, adhering to deadlines.
- Maintain day-to-day relationships with investors, investment advisors/managers, banks, auditors, and other fund participants.
- Assist in FATCA reporting, client and investors' due diligence.

PROFESSIONAL QUALIFICATIONS

ACCA Affiliate

Passed CFA Level I & II examinations

EDUCATION

LSBF, SAA, FTMS - Association of Chartered Certified Accountant (ACCA)

- 3rd placing in Singapore for P4 Advanced Financial Management
- 8th placing for SAA-GE Top 30 Graduates for ACCA December 2013 Sitting

University of London - BSc Accounting and Finance

- First Class Honours graduate
- Awarded with SIM Special Recognition Award for excellent academic performance
- Scored above 70% for 6 out of 9 modules

PROFICIENCIES

Language skills: Proficient in English and Mandarin

IT skills: Microsoft Office (Advanced Excel), SunGard Investran, and Intralinks