

DICKSON

PROFESSIONAL EXPERIENCE

Conifer Financial Services

May 2015 – Present

Team Lead, Fund Accounting

- Perform and review daily/monthly cash and position reconciliations and NAV(Net asset valuation) for Hedge Funds and Fund of funds.
- Prepare and review monthly financial statements, management and performance fee calculation and income and expense accrual.
- Process capital calls, distributions and capital statement for endowment/pension clients(limited partners) investing in private equity.
- Within first 6 months of joining Conifer, was selected to lead a team for a pivotal hedge fund client of AUM US \$5 bil.
- Constantly communicated with clients, brokers, investor managers and custodians to resolve issues.
- Involved in training of new employees and offshore team and developed current employees through daily interaction.
- Review of daily price control checks, profit and loss reasonableness and inter system reconciliations.
- Verify the processing of corporate actions on portfolio securities and investigate as required.
- Improved team efficiency by constructing ad hoc excel solutions to automate daily/repetitive reporting related tasks, as well as implementing control checks to benefit the team.
- Assist on year-end audit requests within the assigned portfolio of funds.
- Prepared and submitted compliance reports on a monthly basis.

Citco Fund Services

Oct 2010 – Apr 2015

Supervisor, Portfolio Accounting

- Managed a team of 20 people. Prepared and supervised team in preparing daily trades, position and cash reconciliations for hedge funds of AUM US \$25 billion.
- Possess strong communication skills by liaising daily with investment managers, brokers and fund accountants and cultivating a good working relationship with them.
- In Depth knowledge of Equities, Fixed Income and Derivative products (Options, Forwards, Futures and Swaps).
- Cross trained team members to enhance their technical knowledge and improve efficiency.
- Was the go-to person within the team and assisted team members to solve their day-to-day issues. Additionally, would follow-up until they are fully resolved.
- Support the conversion of any new clients, existing migrations from other citco offices or new clients and migration of manual reconciliation to automated reconciliation tools.
- Preparation of management reports to monitor performance of the team and each individual. Suggested improvements or provided training to team members if required.
- Juggled own deliverables while supervising the team simultaneously. Good at multi-tasking in a deadline driven environment to ensure that all deliverables and month end packages are delivered on time to client.
- Held the reviewer role for reconciliations as well as signed off on month end NAV packages.
- Involved in improving processes in the team to increase efficiency and implemented various internal controls and to minimize the probability of errors.

EDUCATION

Institution	Year of Completion	Qualification Attained
University Of London, Singapore Institute Of Management	Aug 2007 – Sept 2010	Bsc Accounting And Finance
Temasek Polytechnic, Singapore	June 2003- Mar 2006	Diploma in Business Information Technology

ADDITIONAL SKILLS

- Knowledge of Microsoft Office (Excel, Words, Powerpoint)
- Geneva Accounting Tool
- Bloomberg and IDC