

Benjamin Tan Chih Ming

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Summary

Analytical and accomplished fund accounting/finance professional with extensive understanding of financial markets and complex financial instruments gained in fast-paced environments. Possess high competency in reconciliation and fund accounting, good interpersonal skills, meticulous and takes initiatives.

Professional Experiences

Conifer Financial Services

Associate - (Private Equity, Business Development Companies)

Dec 2016 – Present

- Draft Financial statements
- Process loans on Advent Geneva and full loan maintenance, including funding, pay downs, borrows and rollovers
- Maintain the general ledger and various sub-ledgers
- Maintain Accounts payable and ageing summary
- Prepare amortization, OID schedules
- Record client invoices for expenses – valuations, travel, audit, legal, tax, PR, custody (capitalize, expense or reimburse)
- Create invoices to bill portfolio companies for reimbursements to the fund
- Price non-listed investments to FMV from appointed 3rd party vendors or approved by fund's valuations committee
- Prepare security write-off memos for client's approval
- Calculate management fees and incentive fees
- Prepare and review Trial balance reconciliation, transaction cost analysis, cost roll forward
- Prepare compliance matrix to abide to SEC regulations on BDC under the 1940 Act
- Prepare waterfall calculations
- Perform investor allocation calculations to generate investor capital balances
- Prepare investor capital statements for distribution

Associate - (Hedge Funds, FoF, SMAs, Pensions and Endowments)

Feb 2015 – Dec 2016

- Effectively perform fund administration for spectrum of funds ranging from hedge funds, pensions, endowments, foundations, and separately managed accounts
- Completed daily cash and position reconciliations, prepare NAV packages at month end
- Reviewed price control checks, P&L reasonableness
- Reviewed valuations, cash flows and other reporting documents updated by the team on our client reporting platform
- Processed quarterly security impairments
- Prepared ad hoc reports and processed management fee invoices as requested by clients
- Setup payments for management fees with Treasury team
- Trained and support team members in their development through coaching and on-job training, provide continuous support and guidance to co-workers within and across teams on all client accounts
- Constant evaluation of team's KPIs (efficiency and accuracy) to identify gaps in work processes. Develop, implement, and model effective practices.
- Enforced standard operating procedures, recommend and implement operational enhancements, and maintain SOC 1 compliance
- Consistently monitor fund's activities to ensure compliance with Investment Management Agreement
- Interacted regularly with clients, auditors and vendors

Achievements:

- ✓ Handled some of the largest accounts in the MBO team – Blackrock (~US900Mil), Pimco (~US1.1Bn)
- ✓ Actively involved in the migration of funds from global offices
- ✓ Successfully migrated SMA accounts from Geneva 9 to Geneva 10 platform within tight timeframe and ensured accurate accounting records are maintained
- ✓ Effectively tested automated reconciliation tool (Electra) before the system was rolled out for use to the teams

Portfolio Analyst IPortfolio Analyst II

- Processed daily trading activity
- Prepared reconciliations of cash and positions with custodians, prime brokers and investment managers
- Completed security valuations and pricing of funds, including the use of outside data vendors such as Bloomberg and Reuters
- Prepared closing packages to support the calculation of fund's Net Asset Values on a monthly basis
- Communicated with other service providers to ensure Client's needs are addressed
- Assisted in fiscal year end audit process and provide information to auditors as required
- Constantly looking for efficiencies to streamline operational process

Achievements:

- ✓ Setup compliance spreadsheets for newly on-boarded funds by creating test questions based on regulations and investment guidelines/agreements
- ✓ Formulated manual Excel cash reconciliation files to increase efficiency and reduce errors (automatically returns closing balances of various currencies instead of manual input of balances from PDF broker statements)
- ✓ Encouraged the use of quick import templates

Citco Fund ServicesOperations Analyst

Sep 2013 – Feb 2015

Fund Accounting:

- Assisted the daily preparation of Net Asset Value calculations, financial statements and associated reports for notable Hedge Fund clients such as Winton Capital Management and Autonomy Capital
- Worked with the Investor Relations group
- Daily analysis of traders P&L
- Communicated daily with clients, custodians and prime brokers to resolve trading, operational and accounting issues

Cash Reconciliations:

- Prepared daily trades, position and cash reconciliations for hedge funds while meeting tight client SLAs
- Liaised with prime brokers and clients to investigate and resolve breaks for all open items
- Acquired a comprehensive understanding of global financial markets, and complex financial instruments such as derivatives, OTC and FX
- Processed various forms of Corporate Actions
- Provided client service by taking responsibility for day-to-day client queries and issues
- Ensured the timely and accurate completion of month-end requirements
- Maintained day-to-day relationships with investors, investment managers, banks, brokers and auditors

Education

Royal Melbourne Institute of Technology (RMIT)
Bachelor of Business (Management), Finance Major

Jul 2010 – Jul 2013

Ngee Ann Polytechnic | Singapore
Diploma in Information Technology (Mobile Computing)

May 2005 – May 2008

- Achieved top 10% and was awarded Director's List

Certifications

CFA Institute Singapore
Claritas Investment Certificate

Dec 2014

- Comprehensive global program designed to give all professional disciplines in financial services a clear understanding of their investment industry and their professional responsibilities within it

SIM Career Services
Analyst Training Programme (Stage 1, 2 & 3)

Jun – Jul 2013

- Acquired the knowledge of conducting Environmental, Industry, Company and Business analysis
- Conducted Morning Briefs on current market developments
- Compiled and presented Economic and Sectorial data
- Produced a comprehensive Credit, Industry and Equity report on an assigned industry

Bloomberg LP
Bloomberg Assessment Test (BAT Score 520; 72nd Percentile)

Jun 2013

Achieved scores higher than the global average in:

- Analytical Reasoning
- Investment Banking
- Math
- Economics
- Financial Statements Analysis
- Global Markets
- News Analysis

Curricular Activities

Investment and Networking Club

2012 – 2013

- Constantly acquiring knowledge through organised events with topics like financial planning, passive investing, personal wealth management and global market outlook

Additional Information

- Languages: Fluent in English and Mandarin
- Computer Literacy: Proficient in using Advent Geneva, Bloomberg Terminal, Electra Reconciliation, Microsoft Excel, PowerPoint and Word

References

Neo Shu May

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