

KATIE TAY SHI YING, ACCA
Curriculum Vitae

PERSONAL PARTICULARS

Date of Birth	16 January 1985
Gender	Female
Address	460B Geylang Road, Singapore 389419
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Email	Icyng_85@hotmail.com

WORKING EXPERIENCE

Lendlease Investment Management Pte Ltd
Nov 2015 to Current

Fund Accountant - Real Estate Development and Investment

Asian Retail Investment Fund (Core Fund)

- An open-ended Bermuda fund that invests in real estate properties in Singapore and Malaysia. This fund holds 3 assets and as at Dec'15, AUM size is S\$2.4bil.

Job Description:

- Work closely with internal property accountant (located at centre), and external bookkeepers from Mauritius and Bermuda to finalise monthly/quarterly accounts, so as to prepare quarterly consolidation accounts up to Bermuda fund level, in excel and update in YARDI system. Role also includes processing payments for SPV/fund entities and doing cost recharge to other funds.
- Monitor cash position of the fund and ensure that financial covenants stated in the debt facility agreements are being met, place and uplift term deposits with the bank, and prepare fund flow from SPV entity to fund level for dividends/operating expenses.
- Liaise with internal treasury team to ensure that they arrange quarterly interest payments to the bank on time.
- Prepare all required submissions to the bank, as stated in the facility agreements, on a timely basis and work with asset manager/ fund manager to answer any queries from the lenders.
- Prepare extensive reports for quarterly investor reportings and half yearly internal lendlease reporting.
- Liaise with corporate secretaries for all corporate secretarial matters ie. change in bank signatories, dividend distribution etc.
- Liaise with tax agents to handle queries and to ensure tax is properly computed and filed on time.
- Handle audit queries and to prepare working papers to update financial statements.
- Ad-hoc: Work with Yardi support team to ensure data are correctly mapped from old system.

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JPMorgan Asset Management Real Assets (Singapore) Pte Ltd
Jan 2011 – Oct 2015 (58mths)

(Acquired from Aviva Investors Asia Pte Ltd)

Fund Accountant – Real Estate Investment

Asia Pacific Property Fund (Core Fund)

- An open-ended UK fund that invests in real estate properties in Australia, New Zealand and Japan.
- The fund holds 8 investment assets with at least 10 SPVs. The fund level financial statements are reported in accordance with UK GAAP whereas the SPV level financial statements are reported in accordance with IFRS.

Job Description:

- Work closely with the international bookkeeping service providers to ensure financial reports at property level and at SPV level, are accurate and prepared in accordance with IFRS so as to facilitate fund consolidation and reporting in UK. This will include bottom up work, from providing supporting documents (invoices, engagement letters, legal documents, tax returns etc) to the service providers, updating them on any management decision/strategy change that has impact on the accounts, advising them on tax exposure etc, to reviewing the final financial reports.
- Coordinate and oversee the service providers to ensure that they are able to work with each other. Ie. Property accountants are able to submit timely reports to SPV accountants, who in turn are able to communicate with property accountants to sort out any queries.
- Liaise with corporate secretary (service provider) on all corporate secretarial matters. Ie. Seeking their advice and going through the legal procedures/paperwork.
- Involve in regular meetings to provide/receive updates on any changes in fund strategy, asset management and finance matters.
- Attend to audit queries, tax queries and all other service providers where necessary.
- Assist in due diligence process for acquisition and disposal projects. ie. Providing support to the team by helping the solicitors on finance matters to finalise on settlement issues between the buyer and seller.
- Process internal payments such as inter-company loan interests, dividend distribution etc.
- Ad-hoc: Assist in monitoring new fund setup costs, attend to any KYC/compliance/audit checks required by depositary bank, attend to internal compliance queries, involved in tender for appointment of service providers.

Contribution: Being an excellent team player in a small team, by providing support in several ad-hoc tasks/projects.

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SKILLS

Language: Fluent in English and Mandarin

Computer software: Proficient in the use of Microsoft Office and YARDI.

QUALIFICATION

July 2005 – Jun 2013 **Association of Chartered Certified Accountants (ACCA)**
- Become member of ACCA in August 2013

Jul 2002 – Jul 2005 **Diploma in Accountancy**
Ngee Ann Polytechnic

Industrial Practical Training (IPT) - Internship
Company: Singapore Post Limited (Internal Audit Division)
Period of Attachment: 6 months
Grade for IPT: A

INTERESTS

Reading, baking, cooking, singing, movies, yoga, zumba dance and free-and-easy travelling.