

Name: Jason Chan
Email Address: ksvectorchan@gmail.com
Contact Information: +852 6095 2792

EDUCATION:

Feb 2007 – Mar 2010

University of New South Wales (Australia)

EXPERIENCE:

Sep 2016 – Current

Treasury Product Controller, Bank of America Merrill Lynch

Responsibilities:

- Review and complete analysis of daily risk-based PnL and net interest income including commentaries, explanation of Actual vs. Flash P&L variances, P&L attribution
- The products covered include Money Market instruments, FX and Interest Rate Derivatives and Fixed Income.
- Complete reconciliation between front office systems and sub-ledger as well as the firm's general ledger.
- Participate in the month end closing process, including comprehensive PnL review, reconciliation of daily P&Ls back to the GL and posting of journal entries
- Produce monthly MIS reporting and ad-hoc reporting requested by Business and other finance groups
- Ensure a smooth and rigorous process to support the new products, with necessary controls in place
- Actively liaise with support partners such as Trading desk, Finance, Operations, Technology and Compliance.
- Maintain documentary control processes to provide assurance that all policies and procedures are being adhered to.
- Drive P&L production re-engineering and controls enhancements
- Manage projects supporting geographical expansion, global strategic migration and other ad-hoc projects.

Jul 2015 – Aug 2016

Equities Product Controller, Standard Chartered Bank

Responsibilities:

- Monitor and validate daily analysis of Equity Derivatives' P&L to Trading desks and management, products include equities, futures, warrants, vanilla options, exotic option, equity swaps, structured notes, accumulator.
- Provide daily commentary about the performance based on P&L attribution parameters(Greeks)
- Ensure accuracy of the trade booking and the support of the lifecycle of events on the products as well as the verification of structured/exotic product set up
- Perform proper month end closing process and monitoring the balance sheets to explain any fluctuations and variations.
- Organize a monthly meeting with traders to go through all P&L issues during the previous month
- Perform various control reconciliation on critical elements including positions reconciliation, off-market rate check and work closely with the valuation control team for Independent price verification or price testing adjustment.
- Contribute to New Business initiatives including active participation to on-board a new product & defining MO work flow, analysis/advice around booking strategies & operational procedures
- Participate to global projects related to MO or P&L processes improvements.
- Liaise closely with Technology, Operation and Finance to solve system constraints and all downstream issues

Aug 2013 – Jul 2015

Fund Accounting Specialist, JP Morgan

Responsibilities:

- Review and sign off on Net Asset Value calculations of hedge fund/ fund of funds/private equity in compliance with all controls in validated and approved status on exception based system (EMS).
- Monitor cash, stock positions and overall liquidity of the fund and perform reconciliations on daily basis.
- Resolve settlement issues, trade discrepancies and processing questions with clients, fund managers, prime brokers and internal processing team.
- Monitor and advise fund manager on upcoming corporate action events and collateral movements
- Ensure accuracy of ledger in processing fund subscription and redemption orders
- Work closely with the internal regulatory & compliance teams to ensure full procedural compliance
- Work on projects to enhance operational efficiencies through re-engineering; workflow automation, oversight functions, periodic procedure reviews and risk control documentation.
- Provide technical knowledge and support to resolution of operational issues in accounting, reporting, audit and clients relationships

Aug 2010 – Jul 2013

Senior Fund Accountant, HSBC

Responsibilities:

- Prepare Net Asset Value calculations, interim and year-end financial statements under US GAPP or IFRS as well as performing more complex fund accounting functions that related to Hedge fund and Private Equity fund.
- Perform accurate and prompt processing of transactions, prime broker statement reconciliation alongside with the corporate action booking and short position processing, day-to-day funding activities and liquidity management.
- Coordinate with the risk departments to ensure appropriate documentation, limits and risk mitigates to protect against a counterparty default and minimize potential losses
- Review SPV financial statements and the working documents for private equity valuation
- Perform Capital Gain Tax and Withholding Tax assessment for China A-shares.
- Handle daily client inquiries independently and collaborate closely with team members across the network globally to provide assistance for audit purposes
- Perform client trend and profiling analysis based upon current client static data for best practice design and process implementation.

PROFESSIONAL QUALIFICATION AND ADDITIONAL SKILLS

- CPA Australia qualified
- Geneva, VBA Macro, Bloomberg, Reuters, Citrix based system

OTHER INFORMATION

Notice Period : 1 month notice
Expected Salary: Negotiable
Current Remuneration: 12 Months (Guarantee pay) + Bonus
Languages : Fluent in English, Cantonese and Mandarin