

Vivian Hong

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Work Experience

Credit Suisse (Hong Kong from November 2016 – Present)

Product Controller in APAC Cash Equities / SMG Team on contracting basis.

- Project management role in coordinating closure process of c.100 trading books across systems with focus on stakeholder management and the timely investigation and resolution of issues
- Advise on the closure procedures and review of FX exposures report distributed to the trading desk
- Developed guide of common issues for PC to consider in approaching book closure process
- Business controller role performing analysis, explanation and reporting for daily P&L and providing commentary on significant drivers and variances

ABN AMRO (Hong Kong from April 2016 to October 2016 – Contracting)

Financial Accountant on contracting basis.

- Manage completion of the private bank month end requirements, group reporting, intercompany and system reconciliations
- Perform month on month analytical review on business drivers
- Rolling out process improvements for monthly reporting to increase automation and integrate controls for increased efficiency and accuracy in reported figures
- Documentation of current procedures to reduce key man dependency

Goldman Sachs (London, United Kingdom from April 2015 to November 2015 - Contracting)

Product Controller in the Bank Loans and Credit Origination Team on contracting basis.

- Preparing daily P&L for the relationship lending and investment grade origination trading desks
- Performing price verification and month end procedures for posting to the general ledger
- Investigating trades booked incorrectly and resolving breaks on a daily basis
- Producing ad hoc reports for management and trading desk

Coller Capital (London, United Kingdom from February 2014 to April 2015 - Contracting)

Investment Accountant in the Fund Accounting Team for private equity secondaries firm on contracting basis.

- Coordinating the process for investor cash flows in calculating potential distributable and required call amounts and the validation of resulting data
- Treasury and cash management through daily forecasting and monitoring of cash requirements for the funds to ensure sufficient liquidity to meet investment costs and expenses while maximising returns to investors
- Reviewing fund accounts prepared by third party administrators and liaising with external auditors to ensure complete and accurate data is reported to investors
- Acting as the finance department representative on AIFMD in ensuring most recent updates are communicated to the department and developing processes required for reporting
- Performing validation of data included in fundraising material and supporting investor relations function in answering investor queries
- Debt facilities management in monitoring and reporting on debt covenant compliance and building up centrally used facility "bible" to summarize key terms and reporting requirements
- Ownership over the review and payment process of recoverables balances due to the general partner from the funds on quarterly basis
- Reviewing weekly MI including cash flow reconciliations and invested capital levels for senior management and investment committee
- Leading a revamp of a weekly cash management summary report, which has received positive stakeholder feedback on the user-friendly aspects since implementation

KPMG (London, United Kingdom from October 2010 to October 2013)

Associate through to Assistant Manager in Investment Management & Funds Department.

- Performing statutory audits in line with UK GAAP and IFRS
- Providing technical advice and guidance to clients in recommending accounting treatments and disclosures for financial statements
- Undertaking CASS regulatory reporting to the FCA and review of client produced internal controls reports
- Agreeing on deadlines with partner, manager and client and ensuring these are met through the planning of the engagements
- Involvement in projects tendering for audit and advisory work through the preparation of the pitch documentations
- Drafting audit highlights memo, which included key audit observations and recommendations

Key Clients:

Babson Capital Europe Limited

An indirect subsidiary of Babson Capital Management LLC, a MassMutual Financial Group member company, Babson Capital Europe is an alternate investment fund manager specialising in senior secured loan / high yield bond funds.

- Senior on the statutory audit of the corporate entity involving consolidation of accounts
- Responsible for leading and coordinating the fieldwork, working towards tight deadlines including; group reporting, statutory accounts sign off and CASS regulatory reporting
- Planning and leading CASS regulatory audit, achieved completion date two months in advance of prior year time-line

Pershing Limited

Pershing Limited, a subsidiary of the Bank of New York Mellon Corporation, is a leading European provider of clearing and settlements services to institutional, retail and financial advisor organisations.

- Senior on ISAE 3402 controls report, which involved coordinating a team in multiple locations and setting up clear timetable for both the client and the team
- Performing walk-throughs and tests of operating effectiveness for key controls and organising regular progress updates to stakeholders on findings and recommendations
- Budget control in identifying areas of efficiencies through staffing, including utilising members of offshore staff, ahead of the targeted 10% reduction in hours as set by the department

Education and Membership

Institute of Chartered Accountants in England and Wales

Member: Completed exams with all first time passes in 2013

University of Bath (September 2006-June 2010)

First Class Honours in BSc (Hons) Business Administration. Two six-month industrial work placements included:

- *BG Group* (UK headquarters) as Commercial Analyst within the Business Development of UK Upstream department
- *RBS Group* (London) as Sourcing Group Specialist within the Travel Team of Group Purchasing department

Final Year Project: Analysis sponsored by IBM Global Procurement of software developers in identified growth markets

The University of Austin at Texas (August 2009-December 2009)

Semester of academic exchange to McCombs School of Business

King George V School, Hong Kong (September 2001-June 2006) taught under the British curriculum

A-Level Results (June 2006): 4 A Grades: Art and Design, Economics, English Language, Psychology

GCSE (June 2004): 4 A* and 6 A Grades: including English (A) and Mathematics (A); obtained GCSE Attainment Prize for academic excellence

Additional Skills

Language Skills

First languages English and Cantonese

Computer Skills

Proficient use of Microsoft Office applications