

## Loraine Sim Jing Xian

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### Personal Particulars

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Nationality: Singaporean

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### Summary

*Self-motivated and result oriented* individual with more than 11 years of experience in fund services, 7 years in managerial capacity.

*Subject matter expert* role for products under fund services which include fund accounting, fund performance measurement, MAS regulatory reporting (Risk based capital reporting and MAS 122) and fund compliance monitoring.

*Detail-oriented*, able to identify and implement process improvements that increase accuracy, efficiency and consistency

*Client-focused*, exceed client expectations and build relationships that gain trust and respect.

*Energetic team leader*, able to communicate effectively with people of different level, to work collaboratively to resolve problems, and to motivate team members to achieve personal and organizational objectives.

*Strong project management skills* with experience in managing projects through their project life cycle.

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### Professional experience

*Sep 2016 to Present*

*Fund services manager – Regulatory reporting (Risk Based capital and MAS122) & fund compliance monitoring  
Standard Chartered Singapore*

- Oversee the regulatory reporting function for RBC and MAS122 reporting of investment funds under insurance clients.
- Client implementation and gap analysis. Review of requirements and work with the IT on development and design. Collaboration with operation teams to manage data presentation and review sessions to ensure it meets the requirement.
- Preparing fund compliance checklists/ matrix in accordance to investment guidelines and restrictions for new and incremental investment funds.
- Monitoring of investment restrictions of mandates and regulations. Review and ensure breaches are properly investigated, monitored and reported timely to client by the team.
- Review of monthly regulatory and fund compliance reporting from team.
- Preparing regulatory reporting training materials and presentation information for forums and steering committee
- Ensure completion of client documentations, internal process & checklists for regulatory reporting clients. Plan the BCP (Business continuity plan) for reporting function. Periodic review of process efficiency and automation.

### Project work and achievements

- Start up the regulatory reporting team for fund services
- Project lead on new reports development and enhancement for regulatory reporting and fund compliance monitoring.
- Co-manage the transition of fund compliance monitoring function to fund services team

*Sep 2014 to Sep 2016*

*Fund services manager – Performance measurement & fund accounting  
Standard Chartered Singapore*

- Perform new client implementation data gap analysis and review of RFP reporting requirements for performance measurement
- Migration of historical performance returns and preparation of sample reporting templates for performance return and factsheet
- Review of monthly performance reports and investor fund factsheets.
- Ensure completion of client documentations, internal process & checklists for performance measurement clients. Plan the BCP (Business continuity plan) for performance measurement function. Review of process efficiency and automation.
- Oversee implementation of accounting and performance measurement new funds and clients, finalisation of operating memorandum and client's reporting requirements. Work closely with fund managers, technology, clients, product and account manager to ensure all activities progress are adhere to timeline and any issues identified are promptly resolved
- Participate in periodic client service reviews and UAT cycles review, working closely with clients/ account manager on resolving any issues highlighted
- Provide training on fund accounting and performance measurement to the fund services team
- Lead a team of 4 Fund Accountants and responsible for team work allocation, identify individual training needs for career progression and individual performance appraisal.
- Major clients for the team include insurance and hedge funds with billions of asset under management.

Project work and achievements

- Start-up of the performance measurement team for fund services
- Project lead on enhancement of in-house data interface from fund accounting to performance system.

*Jul 2012 to Mar 2014*

*Senior Performance Measurement Analyst*

*Citibank Singapore*

- Perform new client implementation data gap analysis and discussion on reporting requirements. Translate business requirements into functional requirements by liaising with accounting teams, vendor and technology teams on solutions to new requirements
- Liaise with existing clients on new/ change requests. Conduct feasibility analysis and testing on new requirements
- Review of daily and monthly performance reports for fund level returns and attribution report. Perform investigation on reviews below reasonableness level
- Preparation of monthly and quarterly performance and risk reporting for clients.
- Ensure completion of client documentations and internal process & checklists for new clients.
- Participate in periodic client service reviews and work closely with clients/ account manager on resolving any issues highlighted
- Oversee testing on enhancement of data flow from fund accounting to performance system.
- Provide training sessions to APAC fund accounting teams on core fund accounting system (Multifonds) setup for flow into core performance system (Statpro) and treatment of transactions for new client onboarding
- Major clients for the team include Asia Pac insurance clients as well as statutory board funds with billions of asset under management

Project work and achievements

- Lead the business requirement development (BRDs) project for enhancement of data flow from core fund accounting to fund performance system

- Manage new clients by responding to RFPs (Request for Proposal), perform gap analysis, if any for new client and draft business requirements development document to develop for gap closure.
- Oversee implementation of new funds and clients, finalisation of operating memorandum and client's reporting requirements. Work closely with fund managers, technology, clients, product and account manager to ensure all activities (i.e. setup, migration of funds, parallel generation of net asset value reports, developments, required data) progress are adhere to timeline and any issues identified are promptly resolved
- Review the net asset value reports as well as performing final analytical and reasonableness check.
- Keep abreast of industry developments that may impact client's needs. Assist and advice client in restructuring their fund's accounting policy to conform to various accounting standard.
- Meet and liaise with client on ad hoc projects and perform regular service reviews.
- Perform regular root cause analysis on accounting, client and system issues to ensure operational efficiency and liaising with all internal and external parties to ensure issue resolution
- Engage in various projects including upgrading of accounting system, automation of reports. Led efficiency initiatives within the team via use of loaders and consolidation of tasks which at the same time maintaining controls.
- Lead the preparation and review of financial statements
- As Line Manager, led a team of 8 Fund Accountants and responsible for team work allocation, identify individual training needs for career progression and individual performance appraisal.
- Major clients for the team include Asia Pac insurance clients as well as statutory board funds with billions of asset under management.

#### Project work and achievements

- Project lead for the change in fixed income securities classification in the accounting system as well as changing the chart of accounts used by the region. Project management involves co-ordination of several departments over six countries with over 100 end-users and changes involve hundreds of funds with AUM over billions. Provide >20 training sessions for six countries end users during the pre-execution stage.
- Lead the business requirement development (BRDs) for client customised reports and enhancement to existing process:
  - Impairment drilldown reports for securities
  - Financial expense ratio reports
  - Feeder fund look-through reports
  - Daily net asset value feed
  - Client specific chart of account reporting
- Awarded outstanding performance for team role in conversion of securities pricing hierarchy

#### *Senior fund accountant / fund accountant*

Citibank Singapore

- Preparation of client's month end account and reporting including balance sheet and profit and loss statement for financial reporting.
- Preparing and review of daily and monthly unit trust net asset valuation (NAV) including:
  - Ensuring completeness of trades and corporate actions
  - Pricing of various securities type including equities, bonds, derivatives
  - Reconciliation of securities, corporate actions and cash position including following through investigation to resolution of any breaks
- New fund set-up which include parallel run and various testing required by clients through change in system parameterization.
- Lead and participate in system testing and upgrades

#### Project work and achievements

- Overseas training assignment for Citi Thailand fund accounting team during Citi Thailand Multifonds implementation
- Awarded outstanding performance for team role in fund restructuring

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**Education**

CPA Australia	2009
Specialised Diploma in Fund management and administration Nanyang Polytechnic	2009
Bachelor in Commerce – Accounting Deakin University	2005

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**Personal attributes and skills****Communication & Interpersonal**

- Fluent in English and Mandarin.
- Able to converse and write fluently.
- Good personal relationships with team mates and management.

**System proficiency:**

- Microsoft office words, excel, powerpoint
- Multifonds (Fund accounting system)
- P-control (Portfolio check system)
- Statpro (Portfolio analysis system)
- Bloomberg
- Charles river (Investment management solution system)