

# James David Keith Howes. CA, B.Bus

## *Details*

<i>Nationality</i>	<b>Australian</b>	<i>Visa Status</i>	<b>Singapore PR</b>
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## *Professional Profile*

I have over 18 years experience within the Banking and Hedge Fund industries working within the Finance, Operations, Trader Support and Risk Management teams as a Project Manager as well as in line roles.

## *Education*

**Institute of Chartered Accountants in Australia** admitted as an Associate in 1996. Major in Taxation.  
**Queensland University of Technology** Bachelor of Business – Accountancy, Completed June 1992  
**Anglican Church Grammar School**, Senior Certificate 1984 - 1987

## *Employment History Detailed*

### **Tokai Tokyo Investment Management Singapore Pte Ltd                      Sept 2013 to Present** **Head of Operation and Compliance Manager**

TTIMS is a Singapore based Hedge Fund Management Company that is 100% owned by Tokai Tokyo Financial Holdings a USD 1.3 Billion market capitalisation company listed on the Tokyo Stock Exchange. TTIMS manages a Multi-Strat Delta Neutral Long Short Japanese Equity Fund as well as an Asian Focus Fund of Funds. Approximate AUM of 110 Million USD. As Head of Operations and Compliance Manager I am responsible for the following functions;

- All operations functions including - Trade and Position Reconciliations, Corporate Actions, Trade Settlement, Cash & Margin Management and daily P&L production;
- Fund Accounting & Fund Financial Statements
- Trading and Risk Management Systems
- Compliance and Regulatory. (TTIMS is a CMS Licence Holder)
- Risk Management framework and procedures as Chairman of the Risk Committee.
- Daily Market Risk Monitoring.
- Investor relations.
- Funds Corporate Secretarial.
- Manage Operations Team. 3 Staff

Managing the relationship with the following counterparties;

- External Auditors.
- Internal Auditors (outsourced to external providers)
- Software Vendors.
- Fund Administrators.
- Prime Brokers.

The Long Short fund is Japan focused and trades Cash Equities, Listed Single Stock Options and Listed Index Futures and Options.

### **JPM Chase Bank                      Vice President - Finance                      Mar 2010 to Sept 2013**

Working within the Asia Finance Project Management Office as the lead PM supporting the Global Strategic Reengineering Program (SRP) an initiative within the Investment Bank Division charged with rationalising the Risk Management Systems used across all of the Trading Businesses. Primary responsibility is to coordinate across the Asia Finance community to ensure strong engagement in all our locations for each SRP work stream. Also acting as a conduit for all SRP project managers into Finance as well as interfacing Finance across other functional groups (Middle Office, Back Office, Legal and Compliance and Risk). Multiple projects across all lines of business and Product Classes, tasks including

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- Project Risk Identification, mitigation and or escalation,
- Issue management and resolution,
- Monitor and reporting of progress to Senior management as well as other ad hoc project reporting,
- Coordinating multi project work streams resource requirements across Finance teams,
- Liaising with IT Department and individual System teams to coordinating the full Project lifecycle (Project scope to final migration).
- Managed a team of 4 Junior Project Managers located across Asia.

### **Decus Capital Management      Chief Operating Officer      Oct 2007 to Feb 2010**

Decus was a Singapore based Hedge Fund Management Company; as Chief Operating Officer for the management company, I was responsible for the Design, Implementation and ongoing management of the following functions;

- Market Risk Management
- All operations functions including - Trade and Position Reconciliations, Corporate Actions, Settlement, Cash Management and P&L
- Fund Accounting (Monthly and Yearly)
- IT – Management of the IT infrastructure and the Trading and Risk Management Systems and vendor management.
- Legal and Compliance
- Management of Local Tax and Regulatory requirements.

The fund traded in Cash Equities, Equity Derivatives, Listed Futures and Options (over Exchange Indexes), Spot and some Fwd FX contracts as well as equity swaps. Markets covered included US, HK, Thailand, Australia and Singapore.

### **Komodo Capital      Chief Operating Officer      Oct 2006 to Oct 2007** **Management**

Komodo was a Singapore based Hedge Fund Management Company; I was Chief Operating Officer at the fund from the date the fund launched with 20 Million USD AUM until the fund reached 35 Million. I was responsible for the Design, Implementation and ongoing management of the following functions:

- Market Risk Management
- All operations functions including - Trade and Position Reconciliations, Settlement, Cash Management and P&L. Including managing Operations Team. 1 Staff.
- Fund Accounting
- Investor Relations
- IT – including email, system security, network and the Trading and Risk Management Systems and vendor management.
- Management of Local Tax and Regulatory requirements.
- All non-trading staff
- As well as general office management

The fund had two main books being the Equity Arbitrage / Fair Value book and the Macro Book, instruments traded included listed cash equities, equity derivatives, listed futures and Options (over Exchange Indexes), Spot and some Fwd FX contracts as well as equity swaps across the US, HK, Japan, Korea, Thailand, India, Malaysia, Australia and Singapore.

### **JPM Chase Bank      Project Manager      Sept 2004 to Sept 2006**

As lead Project Manager on the Asia Pacific roll out of the new Financial Accounting system Oracle within the Investment Banking businesses for Australia, Singapore, Japan and Hong Kong sites. I was responsible for coordinating of the Design, Implementation and ongoing management of the following functions:

- Project Scope
- UAT design and planning
- Conversion and Go live Weekend design and Planning
- Monitor and reporting of progress to Senior management
- Project Risk Identification and mitigation.

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- Issue management and resolution
- Group communication.

The project was a 14 month project from initial scope definition to a staged deployment over 4 sites, including requirements gathering, Development testing, UAT and managing a parallel run with the legacy system before going live.

The project was divided into two separate teams being the end users consisting of Financial Control, Product Control and Product Systems and the second team the “Deployment Team” consisting of the Oracle developers, IT hardware and programmers. I managed the end user team of between 8 to 16 people depending on the site and was the primary contact point between the end users (Financial Control and Product Control) and the deployment teams.

## **Macquarie Bank**

### **Senior Business Analyst - Feb 2000 to August 2004 Operations**

I worked as part of a team implementing an Equity Derivatives position keeping and risk management system called Imagine for the Equity Derivatives Group within Macquarie Bank. This was implemented in their 3 main business units HK, Sydney and Global. November 2000 to August 2004.

I was part of the team responsible for the Design, Implementation and ongoing management of the following functions:

- System reporting structure,
- Legal and Taxation compliance,
- Cash Management,
- Trade Settlement and reconciliation,
- Daily operational process and procedures,
- Corporate Action management

This involved mapping the “As Is” processes, collecting the requirements, designing the new processes and as well as managing the gap builds, UA Testing, designing and managing a parallel run with the legacy system before going live. Mainly focusing on the Operations (Middle and Back Office functions)

Products covered by Imagine were as follows.

- Cash Equities
- Listed Warrants (Bank Issued)
- OTC Equity Derivatives (Bank Issued)
- Stock Borrow
- FX Spot, FWDs and OTC Derivatives
- Cash

Other Projects whilst at Macquarie Bank.

- **Bank wide Goods and Services Tax (GST) Implementation Project, Feb 2000 to Sept 2000**

This was a full time role preparing the Treasury and Commodities (T&C) division within Macquarie Bank for the implementation of the GST in Australia on July 1<sup>st</sup> 2001. Covering the system and procedural changes required for the 8 T&C financial control teams to be compliant with the new monthly reporting for the Australian Tax Office.

- **Bank wide Budget review Process and Corporate Reporting Process Review Sept 2000 to Oct 2000**

Both these two projects were for the Financial Operations Division at Macquarie Bank, reviewing internal procedures mapping the “as is” processes, identifying efficiencies and recommending more any possible automated / streamlined processes. Many quick fixes were identified and implemented and longer-term automation was subsequently implemented.

- **Equity Derivatives Trading System Evaluation project. Nov 2000**

This project was to evaluate the suitability of two short listed Risk and Position Keeping systems for the Equity Derivatives Group within Macquarie Bank. This project involved gathering requirements from user groups followed by initial suitability testing of both systems before reporting these findings to senior management

## **West LB**

### **Business Analyst,**

**Aug 1997 to April 1999**

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Treasury Operations & Systems Developments Team, responsible for the following projects and initiatives,

- **Euro Conversion Compliance Project team**  
Part of a 4 person team that prepared the Treasury Operations teams and systems for the Euro Conversion Dec 1998. Testing and implementing 3<sup>rd</sup> party software suppliers Euro Conversion Fixes. Designing and managing the protocols for the conversion weekend.
- **Design and Implementation of operational process within the FX Middle Office team.**  
I worked with management and line staff to streamline daily processes P&L, Position Recs, Cash Recs and daily close.
- **Design and Implementation of Cash Management process and procedures.**  
Oversaw the implementation of a cash reconciliation process and inter desk funding reconciliation process across the Middle Office, Back Offices and IT support teams.

**Clark and Associates**

**Senior Accountant**

**January 1996 to March 1997**

Responsibilities included financial accounting, Taxation, Corporate Structural and Business services for the following client types, Companies, Superannuation Funds, Family Trusts, and Individual.

**Chotais Accountant**

**Senior Accountant**

**March 2004 to January 1996**

Responsibilities included financial accounting, Taxation, Corporate Structural and Business services for the following client types, Companies, Superannuation Funds, Family Trusts, and Individual.

**Horwarth and Horwarth**

**Graduate Accountant**

**July 1992 to December 1993**

Entry levels financial accounting and taxation work.