

**JAMES LEE (Singapore Citizen)**

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**EMPLOYMENT****Investment Accountant****Jan 16 – Sept 2017 (1 year 9 months)****Queensland Investment Corporation – Global Multi Assets and Global Liquid Strategies**

- Manage multiple fund relationships and meeting all internal and clients deliverables
- Maintain and manage client expectations and coordinate deliverables timelines with staff
- Participate in new business discussions with prospects and existing clients
- Prepare and review net asset valuation reports which includes capital calls, distributions, income, losses, rebalances, accruals, fees and other fund expenses
- Reconcile units issued and determine final unit price for various investment products
- Demonstrate strong knowledge of fund accounting, especially with respect to alternative investment funds such as listed/unlisted products and liquid/illiquid investments
- Review performance and management fees, including offsetting amounts and waivers
- Develop new and robust processes and financial models to create efficiencies such as reducing manual processes, saving time and resources. This Includes developing a new tax model which achieved an input tax saving in excess of one million Australian dollars
- Prepare Internal Rate of Return (IRR) reports at product level and asset class level
- Prepare and review financial statements, notes disclosure and supporting schedules
- Manage year-end audit process, in collaboration with clients, tax advisors and auditors
- Support departmental initiatives such as participating in networking sessions within the investment and superannuation industry
- Provide guidance and direction to staff on all technical and client-service-related topics
- Recipient of Value-in-Action award for championing the Middle Office Transformation

**Property Accountant****May 2013 – Dec 2015 (2 years 7 months)****Queensland Investment Corporation – Global Real Estate**

- Prepare profit and lost statements, cash flow reports and balance sheet
- Prepare and analyses budgets, forecasts and variances reports
- Conduct in-depth income and expense trend analysis to identify cost savings
- Ensure financial reports are compliant to company policy, Australia accounting standards and various interstate and federal retail lease acts
- Conduct feasibility studies and due diligence for new real estate assets
- Onboard and prepare settlement adjustments for the purchase of new real estate assets
- Liaise with the selling representatives on the seamless transition of assets and staff
- Interpret and present financial data for investment analysis and decision making
- Develop financial and projection models to forecast future performances
- Monitor asset performance to ensure its coherence to organization strategy
- Lead finance projects including process improvement
- Liaise with auditors, tax agents, property managers and legal counsels
- Writing of training material for internal training and provide training to team members
- Recipient of Value-in-Action award for improving business processes

**Management Accountant**  
Charlton Brown Group

**Dec 2011 – May 2013 (1 year 5 months)**

**Military Intelligence Officer**  
Singapore Armed Forces (SAF)

**2006 – 2008 (2 years)**

## QUALIFICATIONS & EDUCATION

**CPA Australia**  
Chartered Member

**Current**

**Chartered Institute of Management Accountants**  
Chartered Member

**Current**

**Queensland University of Technology**                      **2010 - 2011**  
Master of Business (Professional Accounting)

**University of Queensland**                                      **2009 - 2010**  
Bachelor of Business (Communications Management)

## EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

**Hope Church Brisbane**

**2010 – 2017**

Audio Crew

- Mixing of music and providing technical advice and audio support

## IT COMPETENCY

- Advanced Excel
- Technology One
- Private I
- Northern Trust Passport
- MYOB
- Microsoft Office Suite
- Marlin

## REFEREES

Available upon request

To Whom it May Concern:

James was employed by QIC from May 2013 to September 2017 within the Finance Department. He was employed as a Property Accountant in the Global Real Estate division and later as a Fund Accountant in the Global Multi-Asset division. I had the pleasure of managing James in the later role from January 2016.

James was a well-liked and valued member of both the Finance Department and his immediate Fund Investments team. Having excellent communication skills, James was also well respected professionally because his role involved consistent interaction with internal and external stakeholders. James can also work independently, grasps concepts quickly, and is accountable to ensure the job gets done.

Due to the nature of the business and his role, James was extremely focused and organised and would always deliver accurately to a very high standard. Where necessary, James would go above and beyond to ensure tasks were completed within strict deadlines. A specific example of this being when James managed and co-ordinated a large Middle Office transition project on behalf of the Fund Investment teams spanning all asset classes. He received specific praise from the Operations Executive Director and was subsequently presented with a QIC award. James would also quickly volunteer to assist with new tasks or assist other team members with theirs. James demonstrates great problem solving capabilities and an eye for process efficiencies.

James would be a great asset to any organisation and I highly recommend him for any role for which he applied. I would not hesitate to re-employ James in the future.

I would be pleased to answer any questions you may have in relation to James's work and can be contacted on +61 421 224 711 or the details below.

Sincerely,



Scott Brittain

Fund Investments Manager

QIC

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20<sup>th</sup> August 2017

To Whom It May Concern,

It gives me great pleasure to write this letter of recommendation for James Lee. James worked as a Property Accountant in the Finance - Global Real Estate division of QIC from April 2014 to January 2016 and was a direct report to me during this period. James then transferred to the Global Multi-Asset division where he worked as a Fund Accountant until September 2017.

James was a valued member of the Property Accounting team, very well respected amongst colleagues and the broader Finance unit. He was proactive in looking for efficiencies in processes and led team initiatives in streamlining procedures. James has very high communication skills and developed excellent working relationships with internal stakeholders.

In his role of Property Accountant, James was responsible for producing financial results for the operation activities of the shopping centres. This involved extensive communications with various stakeholders (centre management teams, asset/investment management, leasing) which were always conducted in a highly professional manner. James also demonstrated a consistently high level of performance, delivering timely and accurate results to all stakeholders.

A specific example of this was when James was assigned to work on the QARP portfolio. A newly acquired group of smaller shopping centres, the QARP portfolio required a high level of attention to detail to meet specific reporting requirements. James's excellent communication skills allowed him to build and maintain the necessary relationships with all three Shopping Centre management teams, leasing executives and internal Asset/Fund Managers. His additional analysis of centre operational data provided these key decision makers with correct and timely data to maximise the results of the portfolio.

James is dedicated, energetic and conscientious in whatever task he undertakes and I am confident that he will make an immediate and positive impact on your organisation. I would highly recommend James for any role he applied for and will gladly answer any questions about his capabilities and experience on the contact details below.

Yours Sincerely,



Rebecca Raymond

Property Accounting Manager

QIC

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