**Jill Yao Jie**

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**EXECUTIVE SUMMARY**

* 7+ years’ financial and management accounting experience with 1.5 years’ exposure to UBS AG Singapore Branch and 6 years’ experiences gained from MNCs in manufacturing industry. After concentrating on ACCA study for one year on a full-time basis, I am eager to bring more professional financial control and financial reporting services to a great company.
* Hands-on experience in full set of accounts including payments, receipts, month-end closing process, financial reporting (IFRS/FRS), MAS/SGX regulatory reporting, financial analysis, internal control, system enhancement and process improvement projects, statutory accounts such as supporting audit schedules etc.
* Broad product knowledge such as deposit, loan, fixed income, securities or derivatives acquired from exposure in UBS and practical M.Sc. (Finance) program in NTU.
* Proficient in SAP, BW, Axiom, Hyperion, PowerPoint and Advanced Excel such as V-lookup, Pivot table, conditional functions, financial statement projection etc.

**EDUCATION & QUALIFICATION**

* **M.Sc. (Finance)**, Nanyang Business School, Nanyang Technological University **2013 - 2014**
* **Bachelor of Accounting**, Shanghai University of International Business and Economics, **2003 – 2007**

**WORK EXPERIENCE**

**Financial Accountant** in **UBS AG Singapore branch** Singapore 11th Feb 2015- 7th Aug 2016

Reason for leaving: contract role, left for focusing on ACCA study to get certified

Accomplishments

* Incorporated control points in the template of financial statements and regulatory reporting which saved one day per month during month end close procedure and improved accuracy of reports.

Job duties

* Performed month-end, quarter-end and year-end closing activities such as preparing accounting journal entries for accrual and ledger adjustment, conducting bank reconciliation and liaising with product controller or fund administrator to resolve cash breaks, preparing monthly balance sheet reconciliation and substantiation for UBS Subsidiaries.
* Fulfilled 3 financial reporting packages for management (including quarter-to-quarter variance analysis and disclosure notes) of UBS subsidiaries and provided comments on the big fluctuation.
* Performed tax reporting and analysis such as quarterly income tax provision calculation and GST filing for UBS GTC and UBS Trustees and Liaised with Group Tax team for review.
* Prepared and monitored daily compliance ratios by liquidity monitoring report and risk based capital report for UBS SG branch, UBS Securities, UBS Principal Capital such as Asset maintenance ratio, Qualifying Liability, Minimum Cash Balance, liquidity coverage ratio, FR/TRR ratio etc.
* Highlighted issues and coordinated with relevant stakeholders (Treasury, Trader, Product controller, operation team etc.) to verify the accuracy of accounts and the reason for the big flux and further actions needed to maintain the ratio at a healthy level.
* Performed and timely submitted fortnightly MAS 640 report (MCB, AMR and QL) for UBS SG branch.
* Conducted more than 10 monthly and quarterly regulatory reports concisely within tight deadline such as MAS 610, risk based capital reports and quarterly income and expenditure reports.
* Investigated and reverted to the queries from MAS and SGX.

Financial Service Consultant in AIA Singapore Pte LtdSingapore 3rd Nov 2014- 10th Feb 2015

Reason for leaving: Moved on to a UBS accountant role that I am really keen on

* Developed potential clients, performed financial health analysis and made recommendation to clients as per their needs and financial status.

**Closing and Reporting Specialist** in SSC **of UPM (China) Co., Ltd** Shanghai 16th Feb 2009-10th Apr 2013

Reason for leaving: Moved to Singapore for pursuing Master degree in finance in NTU

Accomplishments

* Obtained audited statutory accounts one month ahead of schedule due to efficient and effective coordination with auditors and relevant stakeholders.
* Awarded High Performance Employee of the year and got the chance for on-the-job training in Finland.

Job duties

* Handled full sets of accounts including general ledger, AP and AR etc.
* Performed month end & quarter end closing for 3 companies in Asia Pacific (SG, AU, CN) within one day including journal entry postings for accruals, provisions, amortization and reconciliation between G/L and sub-ledger for AR, AP and fixed assets etc., financial statements soundness analysis before standard closing procedure in SAP.
* Prepared 6 monthly management reports and 2 quarterly financial reports package including notes as per IFRS in HFM for HQ consolidation and local management review within group deadline.
* Reconciled the financial inputs with the data in SAP to ensure they are correct and in line with group requirements.
* Conducted monthly Inter-company reconciliation and confirmation for consolidation elimination.
* Prepared income tax and deferred tax provision quarterly.
* Performed P&L variance analysis versus budget and prior year to understand the root causes of variances and provided input to support business improvement.
* Carried out balance sheet reconciliation (Accrual, inventory, payroll, tax and fixed assets etc.) to make sure no outstanding or surprised items staying in the balance sheet.
* Prepared audit schedule for statutory audits and liaised with external auditors to deal with any financial issues arose.
* Facilitated liaisons with local tax agent to finish GST and income tax filing in Singapore and Australia.
* Conducted internal control of accounting processes to ensure the process accord with the company accounting policies and procedures and enhance the accuracy of financial reports.
* Assisted business controller to prepare annual budgets and quarterly rolling forecast, coordinated with different departments, collected data and analyzed trends, compiled financial reports for analysis.
* Closely involved in other ad-hoc projects such as system implementation and process harmonization.
* Provided tailored reports and financial analysis as requested by different business units.
* Monitored the status of CAPEX projects through projects number and WBS in SAP investment module.
* Prepared monthly CAPEX spending report and analyzed the variance against budget.
* Made depreciation forecast for each project based on approved CAPEX budget.

AP accountant in Emerson Process Management Co., Ltd Shanghai 1st Jul 2007-7th Oct 2008

Reason for leave: Took care of mother for an operation

* Handled 500+ Purchase invoices per month via three-way matching (among PO, invoice and goods receipts) and manual expense posting and arranged the payments timely.
* Performed Intercompany reconciliation for a company with more than 14+ related parties within one day.
* Monitored the aging report of Accounts Payable and down payment report twice a month.

**SKILLS & ABILITIES**

ERP: Axiom, Bloomberg, Single cost ledger, BW, RAM, FDD, SAP FI-CO module (4 years’ experience)**,** Hyperion, JD Edwards

Microsoft office: Excel (V-lookup, Pivot tables, conditional formulas etc.), Word, and PowerPoint.

Written Languages – Fluent in English, Chinese

Spoken Languages – Fluent in English, Mandarin, Shanghai dialect