**CURRICULUM VITAE**

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**WORK EXPERIENCE**

**January 2016 to date: Eastspring Investments (Singapore) Limited, Singapore**

Director – Target Operating Model, Reporting to Head of Strategic Transformation:

* Target Operating Model (“TOM”): new group-wide operating model for the investment business across Asia.
* Main responsibilities/achievements:
* Managing all financial aspects of the PMO Department and TOM Department including budgeting, expense authorisation and recording, forecasting, monthly and annual financial reporting, financial modelling, financial planning and analysis;
* Obtaining Singapore regulatory approvals for outsourcing arrangements;
* Performing corporate due diligence on vendors and service providers and obtaining internal outsourcing committee approvals;
* Establishing the appropriate intra-group re-charge methodology and transfer pricing arrangements;
* Overseeing the drafting and implementation of intra-group service level agreements.

**August 2015 to December 2015: Relocating to Singapore from United Kingdom**

**March 2007 to July 2015 Edinburgh Partners Limited, Edinburgh**

Finance Manager, Reporting to Finance Director/Board Member: Main responsibilities/ achievements:

* ***Financial Modelling, Planning and Analysis***: including:
* Corporate budgeting and performing income/profit/cash-flow forecasting and analysis;
* Measuring corporate and product financial performance;
* Strategic due diligence of business operations including financial and commercial input to business plans;
* Financial due diligence of third party service providers and potential clients.
* ***Financial Reporting and Management***: including:
* Development, operation and management of the finance function, including:
* Delivery of cost effective and efficient accounting and financial systems, policies and processes that meet the current and future business requirements of the company;
* Establish and maintain the company’s financial relationships including banking counterparties, tax advisers and auditors;
* Preparation of monthly management accounts;
* Preparation of the statutory financial statements including liaising with external auditors and ensuring maintenance of appropriate financial records.
* Financial input to Board of Directors Reports;
* Preparation and analysis of key performance indicators;
* Management of corporate tax affairs including liaising with external tax advisers;
* Development and implementation of transfer pricing policy;
* Ensuring compliance with relevant accounting standards, tax legislation and industry regulations including assessing and reporting on the implications for the business.
* ***Operational Risk Management and Regulatory Reporting***: including:
* Development and operation of finance processes, procedures and internal controls;
* Ensuring compliance with the Capital Requirements Directive and FCA/Industry regulatory reporting requirements including:
* Preparation of ICAAP and Pillar disclosure;
* Liquidity Risk Management requirements;
* Strategic and operational input to and review of the risk assessment matrix;
* Management and oversight of the Group’s insurance requirements.
* ***Project Management/Business Analysis*:** including:
* Establishment of Edinburgh Partners US subsidiaries regulated business, which included:
* Obtaining SEC regulatory approval for Edinburgh Partners’ US subsidiary;
* Launching new Irish UCIT Fund product and receiving Irish regulatory approvals;
* Setting up Edinburgh Partners Florida office;
* Outsourcing of the middle & back office fund accounting and administration functions, which included:
* A detailed review of the existing functions, their operating procedures and internal controls;
* The identification, evaluation, including risk assessment, and recommendation of a third party administrator/service provider;
* Managing the transition of the various functions to the third party administrator/service provider;
* Drafting revised operating procedures and internal controls;
* Negotiating the Administration Agreements and Service Level Agreements, including the establishment of key performance indicators and other risk assessment measures;
* Liaising with external lawyers re the preparation and the filing of legal documentation re our collective investment schemes with the relevant regulator.
* Selection of a front and middle office order management system;
* Strategic input into the launching of new products including the regulatory, legal, tax and promotional/sales considerations/restrictions;
* Review of payroll tax obligations and subsequent negotiations with UK tax authorities;
* Business and operational impact of various regulatory items/developments including iXBRL, FATCA, UCITS IV, FIN48, reporting fund status regime, loans to participators, readily convertible assets;
* Implementation of a new client reporting system;
* Implementation of a new performance measurement system;
* Development of the corporate travel policy.

**April 2006 to February 2007**

Career break to travel and follow global sporting events.

**March 1998 to March 2006: Franklin Templeton Investments, Edinburgh**

Financial Accountant, Reporting to General Manager and Director of European Fund Administration (April 2000 to March 2006): Main responsibilities/achievements:

* Establishment of the Fund Administration Department Financial Reporting Group;
* Management and development of the finance/accounting function and staff including:
* Ensuring the timely and accurate delivery of all financial and management reporting to senior management and other stakeholders;
* The delegation and prioritising of responsibilities/tasks to ensure all deadlines were met;
* Monitoring team performance, delivering concise, constructive feedback to develop quality performers to build a strong group;
* Undertaking staff performance reviews/formal appraisals and objective setting;
* Preparation of financial statements for various product structures (e.g. UK OEIC, Luxembourg FCP, UK Investment Trusts, Unauthorised Unit Trusts), including liaising with external auditors and attendance at Audit Committee Meetings;
* Preparation and submission of various tax related returns;
* Financial input into Board of Directors Reports;
* Financial, capital and liquidity management and administration;
* Establishing and maintaining operational procedures and internal controls;
* Ensuring compliance with all regulatory and operational guidelines;
* Fee invoicing and debtors management;
* Expense budgeting/accruals and expense payments;
* Technical expert responsible for the analysis, business recommendation and implementation of accounting standards (including first time adoption of IFRS), industry regulations and tax legislative changes;
* Ensuring that new Luxembourg Funds of Funds products correctly implemented the accounting implications arising from various tax legislative & reporting requirements including European Union Savings Directive, Equity Gains, German Interim Profits and Austrian Interim Profits;
* Ensuring that all Franklin Templeton funds and corporate entities correctly implemented the accounting requirements arising from the European Union Savings Directive and Austrian Interim Profits Legislation;
* Project managed the launch of an European Private Equity/Real Estate Fund of Funds and an associated German Feeder Fund ensuring that all operational, accounting and tax requirements were adhered to;
* Project managed the launch of an Australian Private Equity/Real Estate Fund of Funds;
* Project managed the winding up of a UK Investment Trust;
* Project managed the winding up of a Cypriot subsidiary;
* Managed the Accounting Department of the Australian office (July 2004 to March 2006) with particular focus on financial reporting, tax and regulatory reporting, fund pricing and dealing with external service providers including auditors;
* Seconded to the Singapore office (November 2003 to April 2004) to establish the Financial Reporting Group for the Asia region. Responsibilities included training staff, establishing operating procedures and internal controls, overseeing the preparation of financial statements and tax returns, ensuring adherence to accounting standards, tax legislation and regulatory requirements, liaising with external auditors;
* Seconded to the Luxembourg office (June/July 2004) to assist with the implementation of financial accounting software re the Luxembourg SICAV;
* Acting General Manager of the Dublin office (March 2003 to October 2003). Responsibilities included the preparation of financial statements, preparation of Board of Directors Reports, daily pricing of funds, expense budgeting/accruals and payments, staff development, representative at Board of Directors meeting, dealing with external auditors.

Tax Analyst, Reporting to Director of European Tax (March 1998 to March 2000)

* Compliance, advisory and special project work re all types/forms of tax impacting all European Corporate Entities and Fund Products. Responsibility covered all tax jurisdictions.

**September 1991 to February 1998: Coopers & Lybrand (Chartered Accountants, now PricewaterhouseCoopers), Edinburgh**

Tax Advisor, Corporate and International Tax Department (December 1994 to February 1998)

* Worked on audit tax provisions and corporate tax compliance matters primarily re financial services companies but also a number of retail and manufacturing clients;
* Adhoc advisory work.

Student, Audit Department (September 1991 to December 1994)

* Audit clients were primarily financial services companies (banks, asset management companies, investment trusts, authorised unit trusts) but also included a number of retail and manufacturing industries ranging from small owner managed businesses to large multinational public listed companies;
* Non audit related experience included working on a major UK privatisation.

**July 1990 to August 1991: Worked as a qualified tennis coach**

* Having obtained my elementary tennis coaching qualification I worked as a qualified tennis coach.

**EDUCATION**

**1991-1994 Coopers & Lybrand (now PricewaterhouseCoopers), Edinburgh**

Chartered Accountant (Institute of Chartered Accountants of Scotland).

Qualified November 1994. Admitted as a member September 1995.

**1986-1990 University of Edinburgh**

BCom (Hons) Accountancy & Business Studies (Upper second class)

**1980-1986 Dunblane High School, Dunblane,**

6 Highers (5 A Grade, 1 C Grade); 2 CSYS

**HOBBIES/INTERESTS**

Main interests include: travelling; participating in and following sport (in particular tennis, football, golf, running); DIY; films and reading.

**REFEREES**

Available on request.