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| EXECUTIVE SUMMARY  * Bachelor of Arts (Honours) in Accountancy and Master of Business Administration * Over 5 years solid auditing experience with Kwan Wong Tan & Fong and Deloitte * Over 8 years solid managerial experience in management reporting, budget and forecast preparation, regional finance reporting and internal control compliance with Dragonair. * Over 4 years managerial experience in management reporting, cash management, internal control and accounting policies for asset management companies. * Over 3 years managerial experience in management reporting, cash management, internal control and accounting policies for buying office. * Well organised and detail-minded, cheerful, positive and passionate to make changes for continuous improvement * Outgoing, strong leadership skill and team player * Achievements include in charge of rollout of Oracle Financials System and Oracle Accounts Receivable System to 31 overseas offices, to initiate cost saving scheme by saving in operating expenditure of HK$19.4 million and streamline the workflow of overseas offices and local finance team * Fluent in English, Cantonese and Putonghua | | |
| Personal information | | |
| Name | : | TSE Sum Chi Joyce |
| Address | : | Flat 6, 13/Floor, Hoi Ching Mansion, 5 Hoi Ching Street, Sai Wan Ho, Hong Kong. |
| Sex | : | Female |
| Contact number | : | 9307 4049 |
| Email | : | joycesctse@gmail.com |
| Expected salary |  | HK$57,000 \* 13 months and negotiable |
| Availability | : | One month |
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| Education | | |
| 1999 – 2001 | : | City University of Hong Kong  Master of Business Administration |
| 1989 – 1992 | : | City University of Hong Kong (formerly known as City Polytechnic of Hong Kong)  Bachelor of Arts (Honours) in Accountancy |
| 1981 – 1988 | : | Marymount Secondary School  Form 1 – 7 |
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| Professional qualification | | |
| 2000 | : | Fellow Member of The Association of Chartered Certified Accountants (ACCA) |
| 1996 | : | Associate Member of Hong Kong Institute of Certified Public Accountant (formerly known as Hong Kong Society of Accountants) |
| 1995 | : | Associate Member of ACCA |
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| WORKING EXPERIENCE **CLSA Hong Kong (Holdings) Limited (Asset Management – Private Equities) – 1,500 staff globally)**  *14 September 2017 – 16 March 2018, Finance Manager (Contract role)*  Reason for leaving: Pursue a permanent role   * Manage daily financial accounting & month end closing of the group entities * Ensure sufficient control on various account balances * Assist in Oracle balances migration to SAP Fico * Handle FRR reporting for Type 9 licence corporation * Prepare tax computation and coordinate with auditors on annual audit   **E&B (HK) Limited (Sourcing and Buying Office) – 17 staff**  *9 October 2013 – 30 June 2017, Finance Manager*  Reason for leaving: Company in the process of winding up   * Head of Finance, manage a team of two finance staff in Hong Kong (HK) and report directly to Managing Director in HK and functionally to Chief Financial Officer in NY * Oversee finance function in respect of management reporting, internal control, cashflow management and forecast, credit control and budget preparation * In charge of IT function with the assistance of outsourced IT company * Streamline and change the procedure to strengthen internal control and enhance the quality of deliverables * Coordinate with tax consultant and auditors on annual tax filing and annual audit   **PAG (Asset Management – Private Equity) – about 80 staff**  *9 January – 8 October 2013, Finance Manager (contract role) in Private Equity,*  Reason for leaving: Pursue a permanent role   * Supervise one Senior Accountant and report to Senior Financial Controller * Prepare consolidation, support management reporting and intercompany transactions * Prepare commentary on budget versus actual financials and provide recommendations on improvement and cost saving initiatives * Streamline procedures to improve work flow and strengthen internal control * Coordinate with tax consultant and auditors on annual tax filing and annual audit respectively  JT Capital Management Limited (Asset Management – Trading Equities) – 9 staff29 November 2010 – 31 August 2012, Finance and Office Manager, Reason for leaving: Sale of company business   * Supervise one Accountant for Beijing office and report to two Co- CEOs * Set up management reporting, internal control and accounting policies * Prepare cashflow forecast and management reports, and handle daily accounting work * Formulate, implement and review the internal control system and various accounting policies * Coordinate with auditors on annual audit and tax consultant with annual tax filing * Manage and coordinate the sale of company to third party * Handle SFC compliance (including preparation of FRR with SFC for Type 9 licence corporation), administration and human resources work  Grosvenor Limited (Real Estate – Property Investment and Fund Management) – 25 staff22 August 2007 – 3 July 2009, Finance Manager Reason for leaving: Expectation gap in job duties, too much time on preparation of 5-year plan   * Manage a team of 3 finance staff in HK and supervise 3 finance staff in Shanghai and Tokyo, and report to Senior Financial Controller * Oversee finance function in HK and group reporting requirement for investment group in Asia, and support fund management reporting function * Prepare regional consolidation and provide commentary on financial performance required by UK parent company in compliance of IFRS * Perform variance analysis and monitor KPI for the Asia Pacific region & individual JV projects * Compile annual budget, 5-year plan, forecast and cashflow projection * Prepare internal control manual to strengthen internal controls for the Asia Pacific region * Coordinate the enhancement of accounting system * Liaise with auditors on external audit and tax consultant on annual tax filing  Hong Kong Dragon Airlines Limited (Dragonair) (Airlines) – about 2,200 staff *1 April 2002 – 3 October 2006, Manager – Outport Accounting* 1 June 2001 – 31 March 2002, Accountant – Outport Accounting Reason for leaving: Dragonair merged with Cathay Pacific and being redundant Routine duties  * In charge of Outport Accounting Department to oversee the finance, internal control and credit control, taxation and administrative matters for all the offices of Dragonair (KA) outside HK * Manage a team of 6 finance staff in HK and supervise 31 overseas finance staff, and report to Assistant General Manager, Finance * Review monthly accounting report prepared by overseas finance staff * Provide support from HK to assist overseas colleagues in implementation of the guidelines from head office and provide solutions to solve the difficulties encountered * Arrange accounting visits to overseas offices to ensure that overseas offices comply with the accounting and internal control guidelines (Guideline) and credit control policy (Policy) * Monitor the credit control mechanism of overseas offices by reviewing the monthly debtors’ report so as to minimize the credit risk exposure of the company * Supervise General Sales Agents in relation to finance matters and ensure timely reporting * Formulate, update and execute the Guideline and Policy to ensure up-to-date KA guidelines applied to overseas offices * Prepare variance analysis on overheads for overseas offices * Coordinate with overseas tax consultants for local compliance and to mitigate the tax liability * Evaluate Key Performance Indicator of overseas offices and report to senior management * Make recommendation on the budget paper prepared by overseas offices to senior management * Consolidate and evaluate recommendations from outport offices on administration and control, and report to senior management for consideration * Liaise with external auditors on annual and special audits  Special assignment  * In charge of successful rollout of Oracle Financials System and Oracle Accounts Receivable System to overseas offices, to arrange training courses before implementation so as to standardize the financial reporting procedures of all overseas offices. * Initiate cost saving scheme for overseas offices by achieving a saving of HK$19.4 million, representing 9.5% of the overhead expenditure, in 2005 * Propose the acceptance of debit card in the PRC to allow more flexibility of payment method * Streamline the workflow of overseas offices and Outport Accounting Department * In charge of the credit card settlement for overseas offices and the latest project was credit card settlement in relation to internet booking engine * Implement the policy on requesting KA stock items shipped to overseas offices by consolidating the requests and thus reducing the operating cost on handling the requests. | | |
| *1 April 2000 – 31 May 2001, Accountant – Management Accounting (retitling)* 4 May 1998 – 31 March 2000, Management Accountant  * Supervise 4 staff and report to Manager, Management Accounting * Be responsible for monthly management reporting and consolidated profit & loss accounts * Review the monthly management accounts and the explanation on the variances between budgeted and actual figures provided by cost centres * Perform ad hoc analysis for senior management and cost centre managers * Coordinate the annual budget process by reviewing the budget data from cost centres, and compiling the budgeted profit and loss accounts * Liaise with external auditors on annual and special audit | | |
| Deloitte Touche Tohmatsu (Audit)1 August 1997 – 2 May 1998, Senior Accountant I Reason for leaving: Change to commercial field  Kwan Wong Tan & Fong (merger with Deloitte Touche Tohmatsu with effect from 1 August 1997) 1 April 1997 – 31 July 1997, Senior Accountant I *1 April 1996 – 31 March 1997, Senior Accountant II*  *1 September 1993 – 31 March 1996, Accountant I*  *1 August 1992 – 31 August 1993, Accountant II* Annual audit  * Supervise the subordinates and review audit assignments prepared by subordinates * Report to Manager-in-charge the progress of each assignment * Perform tax computation and prepare group consolidation and annual reports * Answer queries raised from Inland Revenue Department  Special audit  * Assist Senior Accountant in Initial Public Offer project * In charge of a “Introduction” project and “Acquisition of a factory” * Review profit forecast and working capital forecast * Perform profit estimate and prepare indebtedness statement and accountants’ report * Assist Manager in answering queries from The Hong Kong Stock Exchange Limited | | |
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| OTHER SKILLS | | |
| PC & software | : | Microsoft office including Excel, Microsoft word and Powerpoint |
|  | : | Oracle Financials System and Oracle Accounts Receivable System, |
|  | : | SAP Fico, Cognos consolidation system, MRI and QuickBooks |
| Language | : | Fluent in English, Cantonese and Putonghua |