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# Work Experience

2012-current **National University of Singapore**

Designation : Senior Manager

* + - Administer various student funding schemes for overseas programmes
    - Review funding guidelines and allocate resources to Schools/Faculties
    - Collate data and perform analytical review of fund utilization for decision making
    - Design process flow and document Standard Operating Procedures
    - Participate in User Acceptance Test and new system implementation
    - Oversee finance operations within the department
    - Ensure compliance with financial and procurement policies/guidelines
    - Facilitate processing of staff claims, invoices, billings, journals, student funding, collections and donations
    - Website updates
    - Participate in outreach activities
    - Minutes taking

2006-2012 **AXA Investment Management Asia Pacific Ltd** (Fund Management Industry)

Designation : Finance & Administration Manager

Accomplishment

* + - Implement Electronic Banking
    - Advocate use of shared drive for file sharing and easy retrieval
    - Implement electronic filing to government agencies Eg. tax filing, GST and IR8A
    - Implement EP online for Visa application
    - Involved in implementing medical insurance for better control & consistency of claims

Finance Role

(Responsible for financials of 3 entities in Singapore, 1 has presence in Australia)

* + - Ensure invoices/payments are authorized according to company policy
    - Authorize payments & monitor cash flow
    - Ensure accounting entries are appropriate for management, statutory, tax & regulatory reporting purposes
    - Prepare quarterly AUM report to regulators
    - Prepare analysis of variances
    - Prepare tax schedules and work closely with tax agents in Singapore and Australia. Review computation of corporate tax, GST, NSW payroll tax, and Fringe Benefits Tax
    - Ensure taxes are reported and paid on time
    - Draft audit reports for 3 entities in Singapore
    - Liaise with auditors and attend to audit queries
    - Prepare quarterly returns to MAS on prescribed forms and file electronically
    - Review & submit annual statistical reports and questionnaires to government agencies
    - Review intercompany recharges
    - Credit control – review receivables and follow up on late payment
    - Prepare and /or review journal entries and ensure accuracy and completeness

HR administration Role

(No HR department in Singapore office)

* + - Assist HR with payroll administration and upload payroll payment file via internet banking
    - Assist HR with monitoring claims for childcare leave, reservist & maternity leave
    - Work with tax agents on annual submission of assignee tax returns and ad-hoc tax clearance
    - Arrange assignee tax and hypo tax settlements
    - Report assignee taxable benefits to head office on a quarterly basis
    - Assist HR with share plan administration
    - Assist HR with Flexi benefits administration
    - Assist HR with insurance benefits administration
    - Assist HR with employee remuneration and benefits reporting to IRAS
    - Assist HR with Employment Pass application, renewal and cancellation

2004-2006 **INVESCO Asset Management Ltd** (Fund Management Industry)

Designation : Finance Manager

Finance Role

(Responsible for financials of 1 entity in Singapore, report to Finance in HK)

* + - Ensure invoices/payments are authorized according to company policy
    - Process payments & monitor cash flow
    - Ensure accounting entries are appropriate for management, statutory, tax & regulatory reporting purposes
    - Prepare regular AUM report to regulators and management
    - Prepare analysis of variances
    - Prepare tax schedules and work closely with tax agents in Singapore
    - Ensure taxes are reported and paid on time
    - Draft audit report and
    - Liaise with auditors and attend to audit queries
    - Prepare quarterly returns to MAS on prescribed forms and file electronically
    - Prepare & submit annual statistical reports and questionnaires to government agencies
    - Prepare invoices and monitor receipt
    - Credit control – review receivables and follow up on late payment
    - Prepare journal entries and ensure accuracy and completeness
    - Prepare monthly group reporting package

HR administration Role

(No HR department in Singapore office)

* + - Assist HR with payroll computation and prepare payment via internet banking
    - Assist HR with monitoring claims for childcare leave, reservist & maternity leave
    - Maintain leave records
    - Work with tax agents on annual submission of assignee tax returns and ad-hoc tax clearance
    - Arrange assignee tax settlements
    - Assist HR with share plan administration
    - Assist HR with insurance benefits administration
    - Assist HR with employee remuneration and benefits reporting to IRAS

Secretarial Role

(No Legal & secretarial department in Singapore office)

* Assist Legal department with secretarial matters for Singapore office
* Liaise with outsource secretarial office to prepare minutes and resolution
* Assist with filing of Annual return to ACRA
* Update ACRA on change in particulars of the company eg changes in directorship
* Assist Legal department with contracts from service providers

Compliance Role

(No Compliance department in Singapore office)

Assist with compliance matters Eg report gifts, personal trading,

Liaise with MAS on regulatory issues

Prepare for MAS audit

2001 – 2003 **Vertex Management (II) Pte Ltd (**Venture Capital Industry)

Designation : Accountant

Accomplishment

* Formulate valuation spreadsheets for easy update of stock prices with accuracy
* Increase efficiency and reduce cost of preparing remittance letters to banks by eliminating the use of letterheads
* Set up a self monitoring system to ensure that remittance papers are signed and forwarded to the bank on a timely basis
* Use ACCPAC report writer to create additional financial reports

Finance Role

* Accounting for Venture Capital Funds and Fund of Funds (10 funds)
* Keep track of Venture Capital Investments in the respective Fund Database (Purchases, Sales, Conversion, Bonus Share, stock Dividend, cash Dividend, Distributions, Capital Reduction, Capital Restructure, Stock Splits etc)
* Verify sales/purchases of securities against Broker Confirmation
* Prepare payment instructions.
* Ensure Investment Paper is properly authorized before remittance of funds
* Verify computation of distributions to shareholders before effecting the payments
* Cash flow management and projection
* Liaise with bankers from time to time (placement of funds, foreign exchange deals and loans)
* Compute monthly valuation of funds
* Liaise with auditors and attend to audit queries
* Prepare Journal Entries and input into ACCPAC system
* Prepare Monthly Financial Statements and ad-hoc reports required by management, shareholders and government agencies
* Input financials into FRANGO (consolidation software) on a monthly basis for consolidation by holding company.
* Assist in preparation of bi-annual reports to shareholders
* Attend to shareholder’s queries
* Quarterly Forecast
* Implement minor process improvement to increase job efficiency

1998 – 2001 **OCBC Trustee Limited (**Trust & Estate Management Industry)

Designation : Accountant (Assistant Manager)

Accomplishment

* + - Set up control sheet to ensure completeness of billing to clients
    - Housekeeping of fixed deposit funds by merging numerous fixed deposits together and maturing on specific days of the week for easy and efficient monitoring of funds
    - Formulate payroll details spreadsheet to compute CPF according to CPF rules

Finance Role

(Responsible for 30 Private Trust and Estate Accounts, 8 Unit Trust Accounts, 2 Church Accounts and company accounts. Supervision of 6 staff )

* + - Approval of remittance instructions for trade settlements and foreign exchange transactions
    - Review & approve Accounting Entries
    - Develop & implement process improvement to increase job efficiency and achieve better control
    - Review of monthly management, financial and payroll reports. Prepare Financial Statements analysis.
    - Compute monthly salary and CPF for 30 church staff and prepare annual IR8A
    - Review/prepare income tax computation for submission to IRAS and attend to queries from IRAS
    - Review & submission of GST returns
    - Review unit trusts valuation for daily pricing
    - Cash flow management & projection
    - Billing process control-ensure computation of trustee & management fees is in accordance with the respective trust deeds. Ensure billing is done on a timely basis.
    - Evaluation of Investment portfolio performance by computing returns and comparing it against appropriate benchmarks
    - Compute distributions/entitlements to beneficiaries in accordance with the respective trust deeds and effecting the distributions to the right parties.
    - Annual Budgeting and forecasting
    - Liaise with auditors and attend to audit queries
    - Review Audit Reports
    - Prepare/review monthly and annual consolidation package in accordance with holding company’s requirements
    - Conduct annual stock count of physical shares certificates and title deeds held on behalf of clients. Perform monthly reconciliation of script-less shares against securities statements or fund manager’s reports
    - Review of off-the-shelf accounting & fund management packages
    - Y2K conversion

1996 – 1998 **OCBC Property Services Private Limited** (Property Management Industry)

Designation : Accounts Officer

Finance Role

(Responsible for financials of companies in Management of Residential and Commercial Properties, Property Development companies and a Management Corporation. Supervision of 5 staff)

* Review payments and approve journal entries
* Review of monthly management and financial reports
* Prepare/review monthly and annual consolidation packages in accordance with holding company’s requirements
* Review of quarterly GST returns
* Cash flow management and projection
* Deferred tax computation
* Credit control
* Billing process control. Verify rental periods and rent against tenancy agreements. Keep track of tenants, rent and tenancy periods on a control sheet to ensure accurate and timely billing
* Variance analysis
* Budgeting and forecasting
* Liaise with auditors and attend to audit queries
* Review Audit Reports

1995 – 1996 **Ernst & Young**, Auditor

1994 – 1995 **Foo, Kon & Tan**, Auditor

# Education & Development

2000-2001 Financial Planning Association of Singapore

* Module 1 (Foundations of Financial Planning)-YR2000
* Module 2 (Risk Management & Insurance Planning)–YR2000
* Module 3 (Tax and Estate Planning)–exempted
* Module 4 (Investment Planning)–YR2001
* Module 5 (Retirement Planning)-YR2001

1. Certificate in Life Insurance

2001 Certificate in Life Insurance (Investment-Linked Life Insurance Policies)

2001 Certificate in Financial Needs Analysis

2002 Certificate in Health Insurance

1999 Institute of Certified Public Accountants of Singapore

CPA (Non-practicing member)

1991 – 1994 Nanyang Technological University

Bachelors of Accountancy – Pass with Merit

1989 – 1990 Raffles Junior College

# Software Proficiencies

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| --- | --- | --- |
| * Microsoft Excel | * SAP | * Impart V (Fund Management Software) |
| * Microsoft Word | * Oracle | * Frango (Consolidation Software) |
| * PowerPoint | * People soft | * Acc Pac (Accounting Software) |
|  |  | * CODA |