

Wing Sau (Ivy), Chun

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Professional Qualification

I'm a certified CPA (AICPA- State of Delaware CA-0003299) and an experienced investment fund accountant specialized in private equity funds. I am currently pursuing a Software Engineering Technician diploma at Centennial College with the goal of further expanding my expertise. My aim is to leverage the knowledge gained from this program to optimize and simplify the accounting procedures.

WORKING EXPERIENCE

CBRE Funds Administration Services (Hong Kong)

Finance Manager | September 2022 – December 2022

- Handled approximately US\$2 billion AUM Pacific-Asia focus real estate fund and related SPV reporting and upload to Yardi.
- Prepare quarterly consolidated financial statements according to IFRS for fund's CFO and board of directors' approval.
- Prepare monthly standalone SPVs reports, which incorporates in Singapore T+7 timeline.
- Review accounting data prepared by investment portfolio teams.
- Prepare monthly and/or quarterly financial consolidation/equity pick up.
- Prepare quarterly investor report and bespoke investor questionnaires.
- Liaison with auditors, tax advisor, legal advisors and company secretary.
- Responsible for client/investors queries and other ad hoc request from.
- Prepare computations, rebalancing, carried interest, funds flow schedule and associated investor notices for Capital Calls and Distributions.

Baring Private Equity Asia (Hong Kong)

Finance Manager | January 2022 – April 2022

Assistant Finance Manager | October 2015 – December 2021

- Handled approximately US\$6 billion AUM including a Pacific-Asia focus buyout / growth strategy fund and various co-investment vehicles.
- Budgeted and forecasted fund's cashflow to ensure sufficient capacity for investment acquisition.
- Worked with different departments in 2 new fund-raising processes, dataroom and marketing information preparation.
- Reviewed quarterly financials and investors' reports prepared by external administrators and addressed investor inquiries and correspondence.
- Coordinated with different parties on issuing capital calls and distribution notices.
- Provided support to investment teams at different stages in the investment cycle. Coordinate to set up new SPVs and bank accounts depending on the investment structures.
- Liaise with external auditors on annual fund and SPVs audits and tax reporting.
- Ensured timely regulatory filing for SPVs in different jurisdictions (i.e. Singapore, Netherlands, Ireland, etc.)
- Worked closely with the tax structuring team on SPVs setup, investment funds flow during investment acquisition exit process.
- Evaluated expenses legitimacy and assigned appropriate allocation.
- Ensured payments are processed in a timely manner.
- Ability to work under pressure on ad-hoc assignments and to meet tight deadlines.

Citibank - Private Equity Funds Administration Services (Hong Kong)

Manager | January 2014 – October 2015

Assistant Manager | January 2012 - December 2013

- Ensured accounting system migration completed per expected timeline.
- Communicated with clients regarding new accounting system implementation.

- Re-designed workpaper template to accommodate clients' requirements and feedbacks.
- Monitored system migration work plan and liaised with the New York team regarding HK user requirements.
- Parallel run legacy systems and new systems to ensure accuracy.
- Managed internal workflow to ensure client deadlines are met.
- Liaised with auditors and clients for annual fund audits and K1 preparation per clients' timeline.
- Review peer managers' client deliverables to ensure compliance with internal policies.
- Develop new funds working paper templates.
- Setup waterfall calculations worksheets.
- Provided training on the team's system to new joiners and supervised subordinates on daily operations.

Senior Fund Accountant | July 2008 – December 2011

Fund Accountant | July 2008 - December 2009

- Handled clients with more complex fund structures.
- Prepared and reviewed quarterly and annual financial statements and footnotes.
- Prepared and reviewed capital calls and distribution notices.
- Updated waterfall calculations for manager's review.
- Assisted in new clients' onboarding and transforming clients record to Citi's systems.
- Compiled full set financial statements and roll forward work papers with supporting schedules.
- Maintained accurate contact database and draft client communications.
- Maintained records of investor's allocation in different investments.

HSBC –Hedge Funds Administration Services (Hong Kong)

Senior Fund Accountant | July 2006 - April 2008

- Prepared fund valuation and verified net asset value in timely manner for various funds
- Performed accurate foreign exchange transactions and invoices processing
- Prepared year-end financial statements and maintain records of correspondence for audit purposes
- Reviewed auto settlements and monitored client's cash position
- Resolved portfolio discrepancies with clients and prime brokers
- Coached new joiners

INTERNSHIPS

BOSTON CONSULTING GROUP – Massachusetts, USA

International Accounting Assistant | July 2005 - December 2005

- Processed and approved employees timesheets and reimbursements
- Assisted the intercompany accountant with monthly invoices, settlements and reconciliation
- Inputted and reviewed journal entries into the accounting system

UNO Restaurants Corporation – Massachusetts, USA

Accounting Assistant | Jul 2004 - Dec 2004

- Handled daily input and routine accounting functions
- Maintained credit receipts and resolved credit card discrepancies.
- Matched cash deposits and called corresponding stores or banks to resolve problems.
- Performed monthly bank reconciliations and bank statement deposit check-off

EDUCATION

Diploma - Software Engineering Technician, Centennial College, Toronto, Canada	2023 - 2024
Bachelor of Business Administration - Accounting, Northeastern University, Massachusetts, USA	2002 - 2006

SKILLS

Languages: English, Cantonese, Mandarin

Computer knowledge: Investran, Ilevel, Yardi, MS Word, Excel, PowerPoint, Visio, Outlook, Geneva, Quickbook

Programming language: C#, JAVA, SQL, HTML/CSS, Javascript

Availability: Immediately