**DICKSON**

**PROFESSIONAL EXPERIENCE**

**Conifer Financial Services**

**May 2015 – Present**

**Team Lead, Fund Accounting**

* Perform and review daily/monthly cash and position reconciliations and NAV(Net asset valuation) for Hedge Funds and Fund of funds.
* Prepare and review monthly financial statements, management and performance fee calculation and income and expense accrual.
* Process capital calls, distributions and capital statement for endowment/pension clients(limited partners) investing in private equity.
* Within first 6 months of joining Conifer, was selected to lead a team for a pivotal hedge fund client of AUM US $5 bil.
* Constantly communicated with clients, brokers, investor managers and custodians to resolve issues.
* Involved in training of new employees and offshore team and developed current employees through daily interaction.
* Review of daily price control checks, profit and loss reasonableness and inter system reconciliations.
* Verify the processing of corporate actions on portfolio securities and investigate as required.
* Improved team efficiency by constructing ad hoc excel solutions to automate daily/repetitive reporting related tasks, as well as implementing control checks to benefit the team.
* Assist on year-end audit requests within the assigned portfolio of funds.
* Prepared and submitted compliance reports on a monthly basis.

**Citco Fund Services**

**Oct 2010 – Apr 2015**

**Supervisor, Portfolio Accounting**

* Managed a team of 20 people. Prepared and supervised team in preparing daily trades, position and cash reconciliations for hedge funds of AUM US $25 billion.
* Possess strong communication skills by liaising daily with investment managers, brokers and fund accountants and cultivating a good working relationship with them.
* In Depth knowledge of Equities, Fixed Income and Derivative products (Options, Forwards, Futures and Swaps).
* Cross trained team members to enhance their technical knowledge and improve efficiency.
* Was the go-to person within the team and assisted team members to solve their day-to-day issues. Additionally, would follow-up until they are fully resolved.
* Support the conversion of any new clients, existing migrations from other citco offices or new clients and migration of manual reconciliation to automated reconciliation tools.
* Preparation of management reports to monitor performance of the team and each individual. Suggested improvements or provided training to team members if required.
* Juggled own deliverables while supervising the team simultaneously. Good at multi-tasking in a deadline driven environment to ensure that all deliverables and month end packages are delivered on time to client.
* Held the reviewer role for reconciliations as well as signed off on month end NAV packages.
* Involved in improving processes in the team to increase efficiency and implemented various internal controls and to minimize the probability of errors.

**EDUCATION**

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| **Institution** | **Year of Completion** | **Qualification Attained** |
| University Of London,  Singapore Institute Of Management  Temasek Polytechnic, Singapore | Aug 2007 – Sept 2010  June 2003- Mar 2006 | Bsc Accounting And Finance  Diploma in Business Information Technology |

**ADDITIONAL SKILLS**

* Knowledge of Microsoft Office (Excel, Words, Powerpoint)
* Geneva Accounting Tool
* Bloomberg and IDC