Last Updated: 24 Feb 2017

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| Expected Salary :  **SGD 11,000** | **Magdalene Yow**  Finance Manager at Aberdeen Asset Management Asia Limited   |  |  | | --- | --- | | Experience | 14 years | | Previous | Finance Manager  ARA Asset Management Limited | | Education | Nanyang Technological University  Bachelor's (2003) | | Nationality |  | | Mobile No. | 81888790 | | Email | magyow@hotmail.com | | Age | 36 years old | | Location | Singapore | |

**Experience**

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| Jun 2015 - Present  (1 year 11 months) | **Finance Manager**  Aberdeen Asset Management Asia Limited  Position level Higher Sec  Monthly Salary SGD 10,450  Responsibilities:  Assisting the Head of Finance in planning and managing the monthly / interim financial reporting processes which includes:  • Co-ordinate and oversee the monthly reporting of all Asia Pacific entities to ensure accuracy and timeliness of reporting to Aberdeen parent company.  • Ensuring compliance with internal and regulatory policies, procedures and internal controls.  • Provide technical expertise and advise on adhoc basis for more complex accounting issues within Asia Pacific.  • Assist in the supervision of 3 finance staff (Local team of 10 staff with 3 direct reports).  • Meet all regulatory and Group’s reporting requirements and ensure timeliness and accuracy of monthly/interim accounts close Singapore, China and South Korea entities, which includes:  - Financial reporting to Monetary Authority of Singapore (“MAS”) for Singapore Capital Markets Services Licence on quarterly and annual basis as required;  - Working with Legal team to ensure timely filing of all statutory reports with the local regulatory authorities (e.g. ACRA and equivalent in other countries);  - Liaising with overseas service providers for accounting/tax services on monthly accounts;  - Ensure detailed and accurate schedules are maintained for audit & tax purposes;  - Liaising with local and overseas auditors/tax agents on any adhoc queries;  - Preparation / review of local and overseas statutory financial statements;  - Review corporate tax return workings with tax manager in preparation for interim / statutory reporting; and  - All other adhoc financial reporting (e.g. Singapore Statistics)  • Work closely with Legal team and other relevant business units to review and contribute to the drafting of sound commercial agreements (e.g. Investment Management Agreements, Distribution Agreements, intercompany agreements etc.)  • Perform monthly analysis on the business performance and suggest implications. |
| Oct 2010 - May 2015  (4 years 7 months) | **Finance Manager**  ARA Asset Management Limited  Position level Higher Sec  Monthly Salary SGD 8,500  Responsibilities:  Leading a team of 7 individuals, my key responsibilities are:  \* Manage and coordinate Corporate Finance Department operations, financial and budget management of the Group, which includes more than subsidiaries.  \* Establish financial and internal control policies and procedures, and ensure regulatory compliance to SGX rules, company and tax laws and conformance to accounting standards which includes SFRS/HK GAAP/Malaysia FRS/IFRS.  \* Responsible for group consolidation, analyzing and reporting monthly performance, annual budgets and forecasts of the Group.  \* Treasury and cash flow forecast, working capital monitoring and management of the Group in excess of S$80 million with relevant exposure to corporate capital fund raising programs (e.g. convertible bonds, medium-term- notes, credit facilities).  \* Manage the Group’s held-for-trading financial assets, in excess of S$40 million; Monitor the equity market and report back to Group CFO with make appropriate proposals on investment / divestment decisions.  \* Preparation of results announcements for SGX reporting and any other routine announcements.  \* Preparation of ARA Group Financial Statements, Code of Corporate Governance Report and all related circulars in preparation for the Company’s Annual Report.  \* Meet all regulatory reporting requirements and ensure timeliness and accuracy of monthly/quarterly/annual closure for all local and overseas companies’, which includes:  \* Co-ordinating the annual and quarterly audit and tax activities process;  \* Liaising with both local and overseas auditors/tax agent on audit/tax queries;  \* Preparation and review of financial statements, segmental analysis and notes to the accounts in line with SFRS/HKFRS/IFRS;  \* Ensuring the timely filing of all statutory reports with the local regulatory authorities (e.g. ACRA);  \* Financial reporting to Monetary Authority of Singapore for Singapore REIT Managers; and  \* Financial reporting for the Hong Kong REIT Managers which are licensed under Securities and Futures Commission of Hong Kong.  \* Monthly review of the following as prepared by the team:  \* Review of payment vouchers, cheques and invoices as part of day-to-day operations;  \* Review of monthly employees business and travel claims to ensure in compliance with employee handbook administered by Human Resource Department;  \* All subsidiaries’ management accounts, which include fair value measurements and foreign currency cashflow hedging entries;  \* Inter-company reconciliations to ensure no out-of-balance and propose offsetting intercompany adjustments (where appropriate and efficient);  \* Monthly sub-group level consolidation and overall Group consolidation results;  \* Quarterly GST reports and submissions; and  \* Any other unusual fluctuations requiring further enquiry and review.  \* Maintain positive working relationships and negotiate overdraft and financing terms with bankers.  \* Liaise directly with corporate secretaries, bankers, lawyers and other professionals for ad-hoc projects as assigned by the Group CFO.  Achievements:  \* Successfully completed an S$100 million financing for the Group within 3 months.  \* Responsible for liaising with vendors for the review of the various accounting and consolidation software for implementation across all business units within 6 months of join date  \* Hands-on, meticulous, diligent and ability to multi-task and prioritise in meeting 100% of the deadlines with a high level of accuracy |
| Jan 2010 - Oct 2010  (9 months) | **Finance Manager**  Xpress Holdings Limited  Position level Higher Sec  Monthly Salary SGD 6,000  Reporting to the Group Financial Contoller, my key responsibilities are:  • Providing support to the Group Financial Controller and to the Senior Management in strategic business planning, management and controls  • Preparation of formal paper write ups for submission to the Board of Directors for approval according to the Group’s corporate governance policies and investment risk management policies  • Provide financial support and advice to all business units and work directly with the business and operation department heads to resolve all operational issues that arise on a day-to-day basis  • Review, design, implement and streamline operational workflow and effective internal control systems for new retail operations and onsite print stations  • Treasury and cashflow planning and management  • Responsible for credit reviews and approvals for new and existing customers to manage and reduce the company’s credit risk exposure by 8%  • Ensure credit controls and policies are adhered to according to the Group’s financial policies  • Participate in credit review and arrear management meetings and advise sales directors on credit controls strategy and legal alternative in handling default  • Ensure statutory, accounting standards and Singapore Stock Exchange (“SGX”) compliance are adhered to at all times  • Review of weekly financial reports for projects with unusual gross profit margins and investigate reasons behind the deviation  • Responsible for all group taxation matters, including corporate tax, GST, withholding tax, and preparation of transfer pricing agreements to ensure compliance  • Liaise directly with external and internal auditors, corporate secretaries, bankers, lawyers and other professionals for ad-hoc projects as assigned by senior management  • Lead the finance department and be responsible for financial and management accounting, budgeting, variance analysis and statutory reporting on a timely and accurate basis  • Regular co-ordination and perform consolidation of the Group accounts for reporting to Senior Management and Directors and for quarterly announcements to SGX  • Assist the Group Financial Controller in quarterly announcements to SGX, preparing and submitting formal papers to the Board of Directors for their consideration and approvals  • Perform monthly reviews of financial performance of Print Stations within the Group which are located In Singapore, Hong Kong, Malaysia, Vietnam and Philippines  • Hands-on experience in completion full sets of accounts for investment holding entity which includes General Ledger, Accounts Payable, Accounts Receivables and GST submission  • Coordinated the work schedules of the department to suit finance operations for both Group and the Singapore Subsidiary |
| Jan 2003 - Jan 2009  (6 years) | **Audit Manager**  RSM Chio Lim LLP  Position level Higher Sec  Monthly Salary SGD 5,090  • Specialised in performing annual statutory audits for Small Medium Enterprises (‘SMEs’) and Non-Profit-Organisation (“NPO”)  • Experienced in performing audits for companies listed on the Singapore Stock Exchange (Mainboard)  • Assist Partners and Managers in sourcing for technical accounting information to resolve identified issues  • Ensure client is in compliance with the Singapore Financial Reporting Standards, International Financial Reporting Standards, Company’s Act, Income Tax Act and other relevant Singapore Statutes applicable to the organization  • Performing consolidations regularly for clients with complex set-ups  • Assisted as Reporting Accountants for clients who intend to become publicly listed  • Assisting audit clients in drafting and reviewing their financial statements  • Assist clients on completion of reporting packages especially for tight and urgent deadlines  • Regularly responding to audit clients’ queries on updates in the Singapore Financial Reporting Standards and the Company’s Act  • Assist Audit Partners and Directors in managing and supervising the audit team in the professional, technical and personal aspects  • Provide extensive guidance to the team via On-the-Job-Training  • Always maintaining a hands – on approach on all duties assigned, delegating within the team to ensure the end results are achieved  • Multi – tasking under pressure with tight and multiple deadlines especially during peak seasons  • Coordinating and prioritizing audit schedules with limited resources for client portfolio  • Provide feedback to management on areas for improvement during monthly management meetings |

**Education**

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| 2003 | **Nanyang Technological University**  Bachelor's  Major Accountancy  Grade Asc Degree |
| 1999 | **Anderson Junior College**  Higher Sec in Commerce  Major Commerce  Grade Higher Sec |

**Skill**

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| Advanced | Compliance, Financial Accounting |

**Languages**

**(Proficiency level: 0 – Poor, 10 - Excellent)**

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| Language | Spoken | Written | Relevant Certificates |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 11,000

Other Information

Responsibilities:

• Specialised in performing annual statutory audits for Small Medium Enterprises, Non-Profit-Organisation (“NPO”) and subsidiaries of overseas MNCs from USA, Switzerland, United Kingdom and Australia.

• Experienced in performing audits for companies listed on the Singapore Stock Exchange (Mainboard)

• Audit clients included industries from, shipping, manufacturing, fund management, construction, general distribution.

• Experienced in completing consolidations regularly for clients with complex set-ups

• Ensure client is in compliance with the Singapore Financial Reporting Standards, International Financial Reporting Standards, Company’s Act, Income Tax Act and other relevant Singapore Statutes applicable to the organization

• Supervising an audit team of at least six in the professional, technical and personal aspects and provide extensive guidance to the team via On-the-Job-Training

• Always maintaining a hands – on approach on all duties assigned, delegating within the team to ensure the end results are achieved

• Assist Partners and Managers in sourcing for technical accounting information to resolve identified and contentious issues

• Assisting audit clients in drafting and reviewing their financial statements

• Assist clients on completion of reporting packages especially for tight and urgent deadlines

• Regularly responding to audit clients’ queries on updates in the Singapore Financial Reporting Standards and the Company’s Act

• Multi – tasking under pressure with tight and multiple deadlines especially during peak seasons

• Coordinating and prioritizing audit schedules with limited resources for client portfolio

• Assisted as Reporting Accountants for clients who intend to become publicly listed

Achievements:

• Promoted to Audit Manager within five years of joining the firm

• Headed a team comprising of 6 members ranging from assistants to seniors

• Able to work in a stressful environment with immense pressures and under extremely tight deadlines often successfully completing audits within deadlines

• Exposed to a diversified range of industries, with portfolios including industries in healthcare, construction, shipping, manufacturing, trading and NPO’s.

• Able to manage assigned audit clients and maintain good professional relations with them

• Successfully completed auditing and consolidating the firm’s second largest listed company within two months which included 25 local entities and 19 foreign entities

• Entrusted with one of the firm’s largest group consolidation which includes almost forty entities, within ten months of employment

• Twice involved in the public listing process on the SESDAQ for one of our audit clients, who was listed successfully

• Regarded as professional, mature, meticulous, diligent with a good head for numbers

**About Me**

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| --- | --- |
| Gender | Female |
| Address | 8A Upper Boon Keng Road #22-502, Singapore, 381008, |