Last Updated: 24 Apr 2017

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| Expected Salary :  **SGD 7,500** | **Jacqueline Diller**  Finance Manager at STEPHENSON HARWOOD LLP   |  |  | | --- | --- | | Experience | 13 years | | Previous | Finance Manager  Global Gases Group (Singapore) Pte Ltd | | Education | London South Bank University  Bachelor's (2004) | | Nationality |  | | Mobile No. | 87230868 | | Email | jacqueline.diller@gmail.com | | Age | 36 years old | |

**Experience**

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| Jul 2016 - Present  (10 months) | **Finance Manager**  STEPHENSON HARWOOD LLP  Position level Higher Sec  Monthly Salary SGD 7,000  Stephenson Harwood is a mid-sized law firm with over 900 people worldwide, including more than 150 partners. Headquartered in London, with nine offices across Asia, Europe and the Middle East providing legal advice to clients in multiple sectors and industries.  The position was created for the expansion of the support team in Singapore for the Alliance group, Stephenson Harwood LLP and Virtus Law LLP managing a team of 4 reporting to the Office Manager and working closely with the Regional COO and Office Managing Partner.  Main responsibilities include Preparation of monthly Management account, budgets and forecasts, GST and withholding tax submission, annual accounts including partner profit allocations, drawings and current account statements, liaising with the auditors for year end and annual accountants report. Other duties include WIP and Debtors review with partners, authorization of expenses in accordance to the firm’s policies and procedures, assistance in providing figures for appraisals, working closely with tax adviser in relation to the preparation of the LLP’s annual tax return and partner’s tax returns and other daily accounting functions.  • Management of 4 local employees  • Monthly Management Reporting  • Variance Analysis  • Budget, Cash flow & Financial Forecast  • WIP and Debtors Review  • GST preparation  • Liaising with auditors and tax authorities for Singapore  • Partners Accounts  • Expenses Policies and Procedures  • Induction |
| Jun 2012 - Present  (4 years 11 months) | **Finance Manager**  Greene’s Energy Group Asia Pacific Pte Ltd |  Position level Secondary Sch  Monthly Salary SGD 8,200  Greene’s Energy Group, with its headquarters in Houston, is a leading provider of integrated testing, rentals and specialty services for drilling, production, pipeline, construction and process operations. Achievements were implementing an ERP for GEGAP and a newly acquired subsidiary, Associated Rental Tools Company Pte Ltd (ARTCO), management of all accounting functions and streamlining procedures in Singapore. Reporting to the Managing Director and supporting 2 General Managers locally. Reporting includes revenue and cash flow forecast, AR status, P&L variance analysis, coordinating and preparation of annual budget, CAPEX requirements and tax planning. Additional role includes assisting in payroll, liaising with Singapore, UK/US auditors, tax authorities. Ad hoc duties include preparation of Financials for MBO, Quarterly Financials Review, assisting in expatriate matters including payroll and tax filing.  • Management of regional accountants (Asia Pacific)  • Implementation of ERP system  • Assisting in data migration – change of functional currency  • Implementation of Accounting Policies and Procedures  • Annual Budget  • Financial Reporting (Asia Pacific)  • Cash flow & Financial Forecast  • Tax Planning  • Inventory  • Improvement on process and procedure  • Liaising with auditors and tax authorities for Singapore  • Assistance in Management Presentation |
| Nov 2010 - May 2012  (1 year 6 months) | **Finance Manager**  Global Gases Group (Singapore) Pte Ltd |  Position level Higher Sec  Monthly Salary SGD 7,000  The Global Gases Group, with its headquarters in Dubai, is the world’s leading independent supplier of Industrial and Specialty Gases to the Offshore and Medical markets. The responsibilities were management of all accounting functions and audit in Singapore, Malaysia, Australia and China with a team of 5 regional accountants. Coordinate and preparation of annual budget and financial forecast and implementation a new ERP system, set up policies and procedures for accounts. Additional role includes internal audit, weekly cash forecast, ensuring financial reports are completed in a timely manner, execution of payroll, liaising with auditors, tax authorities. Frequent travelling to regional offices to audit and provide assistance for process improvement, establishing travel policy and staff handbook.  • Management of regional accountants (Asia Pacific)  • Annual Budget  • Financial Reporting (Asia Pacific)  • Cash Forecast  • Financial Forecast  • Tax Planning  • Improvement on process and procedure  • Liaising with auditors and tax authorities for Singapore, Malaysia, Australia, China  • Assistance in Management Presentation  • Microsoft Office |
| Aug 2009 - Oct 2010  (1 year 2 months) | **Accounts Payables Supervisor**  Cal Dive International Pte Ltd |  Position level Cerf/Dip  Monthly Salary SGD 5,600  Cal Dive International Pte Ltd is a leading marine construction company providing manned diving, pipe lay and pipe burial services to the offshore oil and natural gas industry. This role was created to organise and streamline the internal process and resolved the backlog for the Accounts Payables department. Main duties include managing the Accounts Payable team of four to ensure prompt payment to the vendors and staff expenses within the Eastern Hemisphere. Strong liaison with the operations department to ensure invoices are approved coded in the correct entities and processed in a timely manner. This role also provides the Corporate Controller and the Finance Manager with cashbook updates, weekly cash forecast, timely month end closing, audit request, prepayment schedules, expats earnings report and other ad hoc duties. A strong focus on SOX compliance and corporate policy is essential.  • Oracle Application  • SOX Compliance  • Microsoft Excel (Macro, PIVOT Table, VLookup)  • Vendor – Statement of Accounts Reconciliation  • Prepayment  • Bank Statements – Cashbook update  • Cheque and Wire payments  • Multiple currencies  • Multiple Entities for invoice processing |
| Sep 2007 - Aug 2009  (1 year 11 months) | **Financial Analyst and Revenue Specialist**  ACI Worldwide (Asia) Pte Ltd |  Position level Cerf/Dip  Monthly Salary SGD 4,400  ACI is a global US leading software and service provider for banks with offices in US (Headquarters), Europe and Asia Pacific with Singapore as the head office in Asia Pacific. Main duties include daily liaison with the accounting team, Sales Operation Manager and other business unit managers in Asia Pacific as well as UK and US to facilitate reporting and ad hoc accounting duties. Responsibilities include preparation and presentation of Variance Analysis using Oracle ADI and Oracle Discoverer Plus and revenue recognition for Asia Pacific using Oracle Applications, forecasting P&L, management report and channel summary to Country Managers, heading credit control and remotely managing an Accounts Assistant in China, assist in month-end closing using Oracle Desktop Interface, administrating Sales Pipeline, ensuring SOX compliance, ad hoc requests from FP&A and assisting in auditor’s requests.  • Oracle Application  • Oracle Discoverer Plus  • Oracle ADI  • SOX Compliance  • Microsoft Excel (Macro, PIVOT Table, VLookup, IF)  • SalesForce.com  • Sales Forecasting System  • Channel Review Reporting  • Head of Credit Control  • Revenue Recognition  • Backlog Review  • P&L Forecasting  • Achievement: Time Award  • Vice Chairman of Recreation Committee |
| Oct 2005 - May 2007  (1 year 7 months) | **Assistant Accountant (EMEA)**  Aderant Legal (UK) Ltd |  Position level Asc Degree  Monthly Salary GBP 2,300  An Assistant Accountant for global leading US software producer targeted towards the legal professions. Role includes working closely with the project managers and sales team in UK, France and the Netherlands. Main responsibilities include balance sheet reconciliations, monitoring WIP, fixed assets register, processing time entries, monitoring provision for bad debts, prepayments and accruals, VAT reports and payments, bank reconciliations, assisting in cash flow report, debtors’ analysis and reporting, billings, processing and coding supplier’s invoices. Other responsibilities include assisting in deferred revenue, monthly processing of expenses claims and posting journal entries.  • CMS.NET  • Balance Sheet Reconciliations  • Fixed Asset register  • Time Entries  • Provision for Bad Debts  • Debtors Analysis and Reports  • Cash Flow Report  • WIP Analysis  • Accruals  • Prepayments  • VAT Returns  • Payroll journal entries  • Suppliers invoices  • Weekly Payment  • High volume billings  • Bank Reconciliations  • AR Reconciliations  • Suppliers reconciliations  • Debtors statements  • Deferred Income reconciliations  • Multiple Currencies  • Other duties  • Answering phone calls  • Suppliers queries  • Client queries |
| Jan 2005 - Oct 2005  (9 months) | **Accounts Assistant**  Wanstor Ltd |  Position level Bachelor's  Monthly Salary GBP 1,400  An accounts assistant for an IT services company. Tasks included processing and coding invoices (sales and purchases), 2 bank accounts reconciliations, 5 credit cards reconciliations, credit control, posting journal entries, recharging staff expenses, preparation of deferred income, maintaining and reconciling petty cash using Excel and inputting into QuickBooks, maintaining fixed assets register and assisting the manager in day to day running of the company. In addition to the above, daily activities include answering phone calls and taking messages, liaison with suppliers for stock ordering and pricing issues through various suppliers, inventory control and making travel arrangements and hotel bookings for the director and ordering stationery and office suppliers.  • QuickBooks  • Quotation  • Sales Order  • Purchase Order  • Invoices  • Credit Memos  • Bank Reconciliation  • Journal Entries  • Expense claims  • Fixed Assets Register  • Richmond Helpdesk  • Windows Word  • Windows Excel  • Windows Outlook  • Acrobat |

**Education**

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| 2004 | **London South Bank University**  Bachelor's  Major Accounting and Finance  Grade Higher Sec |

**Additional Info**

Expected Salary SGD 7,500

**About Me**

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| Gender | Unknown |
| Address |  |