Lynnette Toh Shu Ling

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**Qualifications**

5 Jul 2004 – Present **Certified Practising Accountant (CPA) Australia**

3 Mar 2003 – 28 Oct 2004 **Monash University (Masters of Practising Accounting)**

26 Jun 2000 – 13 Dec 2002 **Monash University (Bachelor of Business – Banking and**

**Finance), Minor in Economics**

# Work Experience

## Vistra (Singapore) Oct 2014 – Present

**Post: Senior Finance Manager**

**Responsibilities and skills:**

* Oversight of internal finance functions to ensure compliance with accounting standards and regulatory requirements.
* Review of month end reports done by the shared service center.
* Preparation of Month end review pack which includes analysis of actuals against budget, providing commentaries, staff chargeability analysis and client profitability analysis.
* Coordinate and liaise with local Auditors.
* Assist the Finance Director to act as a business partner to the Managing Directors and Chief Operating Officer to provide sound and independent financial advice to support key business decisions.
* Integration of the finance function across the expanded business and involved in mapping processes with regards to new business acquisitions and projects.
* Continuous process improvement – working with business teams to maximize efficiency of processes and systems
* Supporting the Managing Directors (MDs) and Chief Operating Officer (COO) in strategic initiatives.

## HSBC Bank (Singapore) June 2014 – Oct 2014

**Post: Assistant Vice-President, Financial Reporting (Contract)**

**Responsibilities and skills:**

* Accountable for financial reporting of the HSBC Institutional Trust Business.
* Ensure month end reporting is accurate, review balance sheet reconciliations and month end financial statements.
* Analyse actuals against budget and produce monthly commentaries for senior management.
* Assisting in the preparation of Singapore Corporate Income Tax Returns and regulatory surveys.

## Standard Chartered Bank (Singapore) July 2012 – April 2014

1. **Post: Senior Manager**

**Responsibilities and skills:**

* Accountable for expense management reporting for the Corporate Finance and Principal Finance Business.
* Provide expense reporting for performance management. This includes expenses reporting, analysis, budgeting, management information analysis, variance analysis and ad-hoc deep dive investigation.
* Ensure monthly transactions are accurate and liaise with various stakeholders (product controllers, regional controllers, business COO teams, accounting and valuation teams) to resolve various month-end issues.
* Developing insight into the key cost drivers, providing commentaries of the drivers that are informative and insightful, and identifying key issues for follow-up action.
* Produce monthly expense commentaries for senior management.
* Co-ordinate expense forecast process with the Business and all countries to provide centrally driven forecast numbers.
* Monitoring of investment spending and project costs.
* Extensive client engagement responsibilities with the business stakeholders as well as the senior finance management team at the regional and global level.
* Involved in the implementation of a Principal Finance Project to maintain key controls to reduce month end errors and improve efficiency.

## Morgan Stanley (Singapore) June 2010 – June 2012

**Post: Manager, Finance Controller (Corporate Reporting & Analysis)**

**Responsibilities and skills:**

* Form strong working relationships through liaison with the Business Units and Technology Teams to advice on best practices and manage risk by maintaining effective controls over the firm’s business activities.
* Providing high quality and timely Technology expense reports and analysis (Budget and Trend Analysis, Monthly Variance explanations) to senior management and the Business Unit Heads.
* Month-end closing reporting responsibilities which include cost pool review and analysis, reviewing allocations of expenses focusing on Market Data expenses (eg. Bloomberg and Reuters subscriptions) in the Asia Pacific region.
* Review accruals posted by various teams, analyzing month on month trends and report on anomalies.
* Prepare the monthly financial pack to present to various Business Unit Heads with analysis and detailed commentaries.
* Preparation of various ad hoc investigations and reports as required by Business Unit leaders.
* Preparation and review of quarterly Forecast and Budget figures, working with counterparts in New York to present final figures and analysis to Business Unit Heads
* Involved in various Morgan Stanley projects and Joint Ventures to determine accounting treatment of various items especially at inception of new projects.

## Morgan Stanley (Singapore) Mar 2008 – June 2010

**Post: Associate, P&L Fixed Income Product Controller**

**Responsibilities and skills:**

* Daily analysis and substantiation of new trading activity to report to traders and for discussion with Business Unit Controllers.
* Focused on Fixed Income products such as bonds, interest rate swaps and options.
* Preparation of analysis and commentary on significant profit and loss items with reference to wider market fundamentals.
* Daily reconciliation of the Risk systems attributed P&L to the Reporting system’s P&L, investigation of breaks and liaison with Operations and IT to ensure timely resolution.
* Reporting and escalation of breaks to the Business Unit Controllers.
* Distribution of reportable Trade date +1 P&L with analytics to the Business Unit for sign off.
* Monitoring and resolution of position breaks as appropriate.
* Compilation and reporting of manual adjustments and breaks data to the Business Unit Controllers.
* Work closely with manager to improve efficiency by challenging processes and procedures.
* Review and implement key accounting controls especially in the new regulatory environment.

## Cargill Australia Ltd (Australia) Aug 2005 – Mar 2008

**Post: Assistant Financial Accountant in charge of the largest Canola commodity product ledger**

**Responsibilities and skills:**

* Assist in the maintenance of the general ledger using JD Edwards accounting system
* Preparation of the monthly balance sheet reconciliation process, providing substantiation and analysis of various accounts and presenting the information to the Business head during monthly meetings.
* Assist with the preparation and closing of the monthly and year-end accounts for the merchandising side of the business and assist with analysis of results.
* Involved in Month-end accounting processes including inventory and open contract valuations and Canola commodity Profit & Loss discussions with the traders.
* Assist external auditors with statutory reports and liaise with various internal departments to resolve issues and work together on projects to drive efficiency.
* Involvement in checking of daily position – analysing daily Foreign exchange exposure.
* Settlement of weekly margin calls and futures transactions with JP Morgan Sydney.
* Complete monthly summary foreign exchange report and cash flow forecast.
* Preparation of the finance balanced scorecard.
* Quarterly analysis and interpretation of tax sensitive information for inclusion in Australian Tax Office returns.
* Assisting in the preparation of AUD income tax returns, Fringe Benefit Tax, Business Activity Statement returns and other regulatory requirements such as Australian Bureau of Statistics surveys.
* Assisting in budget preparation.
* Involved in quarterly reporting to head office via Cartesis consolidation accounting system.
* Preparation and maintenance of accurate financial accounts and reports.
* Ledger impacting turnover of approximately $35 million AUD.

## Banco Group of Companies (Australia) Jan 2004 – Aug 2005

**Post: Assistant Financial Accountant in charge of a portfolio of investment properties**

**Responsibilities and skills:**

* General ledger maintenance and numerous analysis including profit & loss and inter-company accounts.
* Developed comprehensive procedures to ensure balanced accounts receivable ledger. Prior to this, analysed all subledger reports to determine which accounts did not balance, then further analysed system and reports to target initial problem.
* Carried out Month End rollover procedures, analysed, compared and interpreted facts and figures from the reports.
* Assisted the senior accountant to prepare and lodge annual regulatory reports and tax returns to the Australian Securities and Investment Commission (ASIC), handling over 80 subsidiaries and annual operating revenues of over $10 million AUD.