

ELICE JOAN J. FERNANDO, MICB, RCA, CPA

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QUALIFICATIONS

An experienced Finance, Accounting and Mobility Manager with more than 10 years of exceptional working experience in Global Mobility Program, General Accounting, and Account Reconciliation, Budgeting, Variance analysis and Long-term Forecasting. And having global exposure to various Entities worldwide for a Globally Integrated and Multi-national Companies. Has operational knowledge and understanding of Philippine Taxation, APRA, SOX, US GAAP, Global/International Mobility Program and Compensation/Entitlement Program and US Government Accounting. Operational knowledge of using SAP (Systems Applications Products), Oracle, Blackline Systems, ARMS (Account Reconciliation Management System), GLUI (General Ledger User Interface) and XERO (Accounting Machine for SME). An excellent communicator, hardworking and dependable.

CAREER ACHIEVEMENTS & RECOGNITIONS

Awarded as 2Q 2020 Employee Spotlight for IWG Global Services Centre

Achieve QBE Blue Points/Ribbon for exceptional performance for preparation, calculation of Australian Intermediaries Profit Share & Overriding Commission (Recognition provided by Onshore Partners)

Received Commendations from IBM Directors and Global Leaders (CFO and Controllers) for Exceptional Management and Resolution of Issues with regards to International Assignee Allowances & Cash Advances

2014 & 2013 IBM Top Talent Awardee – IBM Manila Delivery Center

(3 Consecutive Year as Manila Delivery Center Top Performer Awardee)

2014 3-time MVP Awardee – IBM Manila Delivery Center

2013 IBM Top Practitioner Awardee – IBM Manila Delivery Center

2013 3-time MVP for IA Accounting – IBM Manila Delivery Center

IBM Global Accounting Global Vendor Expense Management & Reconciliation SME

– 2012 up to March 2015

Intra & Inter Company Billing SME – 2013 to July 2014

IBM Singapore Mobility Accounting CFO Focal – 2013 to July 2014

4th Placer in (Professional Accounting Comprehensive Examination) PAPCE for Seniors 2010 – San Beda University

5th Placer in PAPCE for Juniors 2009 – San Beda University

EDUCATION, PROFESSIONAL CERTIFICATION

Certified Public Accountant – Philippine (Lic No. 0133677)

Professional Regulation Commission

10/2010 to Present

Registered Cost Accountant - Australia (Lic No. 20100781)

National Institute of Accounting Technician – Ortigas, Pasig

09/2010 to Present

Certified Bookkeeper – United Kingdom (Lic No.338487)

Member, Institute of Certified Bookkeepers

01/ 2010 to Present

Bachelor of Science in Accountancy & Taxation

San Beda University - Mendiola, Manila

Graduated in 04/2010

PROFESSIONAL EXPERIENCE

Business Controller (United Kingdom & Global Head Office)

October 2018 – present

Integrated Working Group (IWG Plc) formerly Regus Global Service Centre – ROHQ

Global Services Centre – BGC Global City, Taguig City

Process Supported: Financial Analysis & Audit for United Kingdom Operations

Responsible for the accuracy of financial data that includes financial analysis and review of the business processes that are driving inaccuracies of the financial data, part of the role is to identify opportunities to optimize performance and efficiency in any process while ensuring the timely and accurate financial results and trends to assist the Chief Financial Officer to have overall analysis for the business operations.

- Ensure accuracy and completeness of Financial Reporting and Analysis packages (By Country/ Centre and accounts)
- Create financial reports and analyses to support key initiatives
- Provide value-adding and insightful analysis, coordination and support in key business initiatives and projects

- Review and analyses financials; identify issues, analyze alternatives and drive continuous improvement in financial processes
- Identify opportunities to optimize performance and efficiency in processes
- Point Person for external and internal audits
- Responsible for the monthly preparation of Global Reporting packs (this includes overall view of cost across all regions for Marketing, Professional fees, Employee related costs, Depreciations, IT Related infrastructures and others)
- In-charge of Ad-hoc activities/project and back-up/support to other members of the team

GSSC Finance Business Partner (Intermediary Distribution – Australian Operations)

April 2016 – December 2017

QBE Group Shared Services Limited – Philippine Branch

ANZO Finance Operation – BGC Global City, Taguig City

Process Supported: Australian Operation for Intermediary Distribution

Assigned to be the subject matter expert for the major sales channel (sales through brokers and agents), complex contract/projects while ensuring that forecast were close to the actuals and risk where minimize to the tolerable level that it will not impact financial status of the company.

- Assignments includes overseeing accounting operations for assigned area(s)/division, conducting analysis of business operations and opportunities, and preparing forecasts and reports
- Prepares monthly reporting for the Regional Managers for the year to date analysis comparing actuals to budget and prior year results.
- Reviews and Ensures Completeness and Reliability of Divisional Accounting Results
- Ensuring project financials are in compliance with agreements and contract, accounting standards, company policies, APRA and other accounting related guidance
- Ensure that revenue is recognized in accordance with the signed agreements/brokers contracts.
- Frequently interacts with Regional Managers, operations and/or functional peer group managers, normally involving matters between functional areas, other company divisions or units, or customers and the company. Often must lead a cooperative effort among members of the team
- Integral part of the discussions, accounting reviews, contract documentation presentations related to the division
- Well versed in Accounting for Intermediary Distribution primarily on revenue and commission recognition
- Responsible for the annualized and quarterly profit share & overriding commissions across eligible brokers and agents
- Project Point Person for external and internal audits including issue resolution for Blackline Reconciliations

Senior Project Controller

May 2015 – January 2016

Xerox Business Services Philippines, Inc. - ROHQ

Manila Financial Shared Services – Mall of Asia, Pasay City

Process Supported: Government Accounting for New Jersey, North Carolina & Michigan Expressway Operations

Assigned to be the highest accounting officer of specific high value, complex contract/projects while ensuring that forecast were close to the actuals and risk where minimize to the tolerable level that it will not impact financial status of the company.

- Assignments includes overseeing accounting operations for assigned area(s)/projects, conducting analysis of business operations and opportunities, and preparing forecasts and reports
 - Reviews and Ensures Completeness and Reliability of Project Accounting Results
 - Ensuring project financials are in compliance with customer contract, accounting standards, company policies, SOX and other accounting related guidance
 - Ensure that revenue is recognized/billed in accordance with the signed agreements/clients contracts.
 - Frequently interacts with Finance, operations and/or functional peer group managers, normally involving matters between functional areas, other company divisions or units, or customers and the company. Often must lead a cooperative effort among members of a project team
 - Integral part of the discussions, accounting reviews, contract documentation presentations related to projects
 - Well versed in Accounting for Customer Contracts especially on revenue recognition
 - Sufficient knowledge of the business model
 - Prepare Contract Documentations for closed new business
 - Conduct Project Kickoffs and close outs
 - Project Point Person for external and internal audits
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Global Cash Advance Manager and Consolidation Lead - HR Services Global Mobility

September 2013 – March 2015

IBM CHQ, HR Services Group

Manila Delivery Center

IBM Business Services – Eastwood City Libis, Quezon City

Process Supported: IBM Global Cash Advance Program for International Assignment, Global IBMers & Business Travelers

Responsible for managing and ensuring all delivery of key cash advance processes for all regions (such as EMEA, Latin America, North America and Asia Pacific) of Trend & Comparative Analysis, Country Reconciliation, System Updating (Global Move) and Chasing & Sanction Procedures, the position is also responsible to support/comply with IBM SOX (KCFR - Key Control over Financial Reporting /KCO - Key Control over Operations) requirements and IBM's Tax Equalization Policy.

- Oversee the day-to-day operations of Team Leads and Mobility Analyst (Chasing, Reconciliation, Reports and Adhoc client requests)
- Performs monthly reconciliation reviews and approval of Accounting Analyst supporting Payroll, Mobility and travel processes
- Performs weekly Global Reporting to CFOs and IBM Directors for Global Cash Advance Disbursement, Chasing, Collections and Sanction Procedures, Risk Management and Trend & Comparative Analysis
- Perform weekly Global Reporting to the Process Owners in Global Mobility and Global Accounting that helps management to eliminate gap between IBM Financial records and Actual Disbursement for International Assignee, Global IBMers and Travelers.
- Execute Management Directives with regards to New Processes worldwide
- Ensures that global policies and guidelines are update to address current situation and systems (Updating of Job Aids, DTPs and Policy Guides)

Accounting Team Lead - HR Services Global Accounting

March 2012 – August 2013

IBM CHQ, HR Services Group

Manila Delivery Center

IBM Business Services – Eastwood City Libis, Quezon City

Process Supported: IBM Asia Pacific and IBM US Non Tax International Assignments Accounting

Responsible for the execution and delivery of key International Assignments Accounting processes of Balance Sheet Reconciliation, Journal Processing and Variance Analysis. The position is also responsible to support/comply with IBM SOX (KCFR - Key Control over Financial Reporting /KCO - Key Control over Operations) requirements and IBM's Tax Equalization Policy.

- Oversee the day-to-day operations of Accounting Practitioners (Reconciliation, Reports and Adhoc client requests)
 - Performs monthly reconciliation reviews of Accounting Analyst supporting Payroll, Mobility and travel processes
 - Provide performance and variance commentaries to CFO's/Controllers on month end results.
 - Reconcile balance sheet accounts related to HR / employee transactions (Difficult Reconciliations)
 - Performs monthly journal entry reviews of Accounting Analyst supporting Payroll, Mobility and travel processes
 - Prepare manual journal entries as required (Difficult Reconciliations)
 - Prepare monthly reports as required by clients and management.
 - Investigate and resolve open items until closure.
 - Observe controls policies and support business control activities like compliance and SOX testing.
 - Update operational metrics and report to Accounting Manager /Senior Accounting Manager or as required
 - Help maintain acceptable level of aged items through close monitoring of aged items and timely resolution thereof
 - Provides support to the whole team as a Senior Accountant in resolving process issues and accounting treatment
 - Performs Inter Company & Intra Company Borders Billing for Cash Advances & Mobility Expenses
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Senior Accounting Analyst – HR Services Global Accounting (Non Tax Advances)

December 2011 – February 2012

IBM Global Process Services

Manila Delivery Center

IBM Business Services – Eastwood City Libis, Quezon City

Process Supported: *IBM Asia Pacific and IBM US Non Tax International Assignments Accounting*

Responsible for the execution and delivery of key International Assignments Accounting processes of Balance Sheet Reconciliation, Journal Processing and Variance Analysis. The position is also responsible to support/comply with IBM SOX (KCFR - Key Control over Financial Reporting /KCO - Key Control over Operations).

- Reconcile balance sheet accounts related to International Assignees Cash Advances (Difficult Reconciliations)
- Prepare manual journal entries as required
- Prepare monthly reports as required by clients and management.
- Investigate and resolve open items until closure.
- Observe controls policies and support business control activities like compliance and SOX testing.
- Update operational metrics and report to Accounting Manager /Senior Accounting Manager or as required
- Performs monthly reporting to Singapore CFOs with regards to Open Item Management, Tread Analysis & Issue Resolutions

Accounting Analyst – HR Services Global Accounting (Tax Advances - Singapore)

July 2011 – November 2011

IBM Global Process Services

Manila Delivery Center

IBM Business Services – Eastwood City Libis, Quezon City

Process Supported: *IBM Singapore Tax International Assignments Accounting*

Responsible for the execution and delivery of key International Assignments Accounting processes of Balance Sheet Reconciliation, Journal Processing and Variance Analysis. The position is also responsible to support/comply with IBM SOX (KCFR - Key Control over Financial Reporting /KCO - Key Control over Operations).

- Reconcile balance sheet accounts related to International Assignees Cash Advances (Difficult Reconciliation)
- Prepare manual journal entries as required
- Prepare monthly reports as required by clients and management.
- Investigate and resolve open items until closure.
- Observe controls policies and support business control activities like compliance and SOX testing.
- Update operational metrics and report to Accounting Manager /Senior Accounting Manager or as required
- Performs monthly reporting to Singapore CFOs with regards to Open Item Management, Tread Analysis & Issue Resolutions

Accounting Analyst – HR Services Global Accounting (ETR Validation)

March 2011 – June 2011

IBM Global Process Services

Manila Delivery Center

IBM Business Services – Eastwood City Libis, Quezon City

Process Supported: *IBM International Assignments Accounting*

Responsible for the execution and delivery of key International Assignments Accounting processes of Excess Tax Reconciliation, ETR Billing, Journal Processing and Variance Analysis. The position is also responsible to support/comply with IBM SOX (KCFR - Key Control over Financial Reporting /KCO - Key Control over Operations).

APPLICATIONS USED

- MS Dynamics
 - SAP (Systems Applications Products)
 - Oracle (including Smartview, @Wise, OBIEE, Myapps, Peoplesoft and Hyperion)
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- Blackline Systems
 - GLUI (General Ledger User Interface)
 - ARMS (Account Reconciliation Management System)
 - ERP/APTSO, HR Access, Workday (IBM Developed Software)
 - Lotus Notes
 - Microsoft Office (Outlook, Excel, Word & Power point)
 - Global Move (World Wide Application for Global Mobility)
 - XERO (Accounting System for SME)
 - Basecamp (Project Management Application)
 - ODM and JDE (Accounting Software)
 - Microsoft Outlook

REFERENCES

Mr. Charlie Villanueva CPA, MBA

PMO - Senior Overseas Project Manager
Nissan Motor Asia Pacific Ltd – Australia, Korea, Phils
+63 917 589 6452

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ANZO Finance Business Partner – Workers Comp
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