OFFICE OF FINANCE (OFN) ORGANISATION CHART

DIRECTOR of FINANCE
(Ajith Prasad)

DEPUTY DIRECTOR
(Tay Sok Kian)

FINANCIAL POLICIES AND PLANNING GROUP

FINANCIAL POLICIES AND PROCEDURES UNIT

Process owners; Handles policies relating to accounting and financial issues, implementation & maintenance of systems, and provide <u>expert</u> advice to faculties/ departments/ OFN staff.

Tan Lye Eng
Eileen Ong (Payroll policies & processes, ASPF, University Insurance)
Tan Eng Yee (Students policies & processes, Accounts Payable/Payment/Banking policies and processes)
See Eng Pyng (Investments & Gifts accounting)
Chong Pui See (Accounts, NEV, Fixed Assets)
Shawnna Heng (Procurement policies & processes)
Esther Chu (Sales Billing/ Accounts Receivable, Collections, Tax)

Foo, Guat Eng, Siew Fong, Siew Kheng, Sulastri, Li Choo, Margaret, Kathleen, May Kin, Soh Peng, Mitchell, Siew Yian

BUDGET AND FINANCIAL PLANNING UNIT

Budget Policies and Planning; Capital Budget (Policies and Project processing); Statistical Reporting; Reporting to MOE and Senior Management.

Soh Wee Kwan
Serene Kang
Amallia bte Abdul Aziz
Loi Sao Hseong
Nguyen Thu Anh
Phua Boon Huat

Sally Soo
David Wong

ASPF ADMINISTRATION UNIT

ASPF Administration

Eileen Ong
Merilyn Lim
Ng Huisi

Karen Koh
Sim Chor Heng
Patrick Tan
Soearti Wong
Siu Noy
Hernewati

SHARED FINANCIAL SERVICES CENTRE IMPLEMENTATION TEAM

Ong Yoon Ping
Lee Siew Ling
Shawnna Heng

DEPUTY DIRECTOR
(Teoh Lee Peng)

FINANCIAL SERVICES GROUP

Provide one-stop service to faculties and departments – all Staff-related payments (including medical claims and part-time teaching) and other expenses relating to operating grants, research grants and other off-budget funds of the faculty/dept.

<u>Faculties/Schools and Research</u>

Wang Twee Yong
(Responsible for financial and management reporting, coordination, supervisory and training duties)

1. **Medicine & Dentistry**
   Chng Boon Ping / Minna Foo
   Chwee Hua, Kee Wah, Kang Siew Hua, Bee Lan, Agnes

2. **Engineering & SDE**
   Rachel Tay Sue Faye / Li Xiaowei
   Saaim, Selvi, Vivian, Patricia Ang, Murni, Wai Fong

3. **Science, SOC, ISS**
   Yong Lai Cheng / Le Thi Thu Huong
   Maleha, Lucy, Pauline, Lay Hua, Bee Peng, Louis

4. **Arts, Law, BIZ, LKYSPP, USP, YSTCM**
   Alicia Chong / Chang Shik Pen
   Ann Tan, Tang Wai Seng, Norizman, Anna Lee, Noor Juliharty, Thandar Soe Lwin

5. **Organised Research (including RSS payts, Operating budgets of OLS and ORE), Life Sciences (curriculum and initiatives), SMA, NGS**
   Lim Hong Choo / Nguyen Trong Nghia Eric
   Karen Tan, Siew Chen, Florence Tan, Swee Peng

<u>Administration and Enterprise</u>

Wang Twee Yong
(Responsible for financial and management reporting, coordination, supervisory and training duties, in addition to work on Tuition Fees and Student Financial portfolios)

1. **Admin Group, ETP, Insurance Processing, NUSSU, Halls and Students Financial Matters**
   (including Student Medical Claims, Tuition Fees and Financial assistance)

   a) **Katherine Lee**
      Halls, NUSSU, ETP, Medical Benefits and Insurance

   b) **Lanson Koh**
      Tuition Fees and Student Financial Matters

   c) **Jerry Ting Cheng Song**
      Student Financial Matters

   d) **Carol Lai Yunee**
      Administrative Departments

Meow Hoong, Mok, Pearly Koh, Cat Hong, Rajes, Rama, Yak Huang, Dawn, Pat Tan, May Kwan, Iskandar, Alice, Marilyn, Fauziah

FINANCIAL SYSTEMS DEVELOPMENT UNIT

Vivek V

Ammu
Sionggo
Irene
Bala
Kapil

SEPT 2006