



## **CURRICULUM VITAE RUDOLF MATTHIAS ELMER**

### **SUMMARY**

I have been a Head Shared Services of an undisclosed International Organization since June 2006. I am Swiss and have been working in the Financial Industry for more than 30 years in several locations such as Switzerland, New York, Cayman Islands, Jersey, Isle of Man and Mauritius. During my career I held the following positions: Senior Auditor, Chief Operating Officer and Investment Manager in Private Banking, Operating Officer of an Alternative Investments company and Head of Shared Services of a Trust Company.

My main duties in my last three assignments have been

- To contribute to a productive highly motivated and attractive corporate environment
- To cover the functions such as Head of Shared Service Centre, Head of Operations as well as Chief Financial Officer
- To build the necessary infrastructure to facilitate growth
- To enhance the Companies image in the market place
- And other various operational duties.

I have been a member of the Swiss Institute of Chartered Accountants ("Treuhand-Kammer") since 1980 and the Swiss Institute of Controllers since 1988.

### **JUNE 06 ONWARDS UNDISCLOSED INTERNATIONAL ORGANIZATION**

#### **Head Shared Service Centre**

The primary task was to build a Shared Service Centre for the Company's Offshore Group in a low cost jurisdiction. It covers Trust & Company, Mutual Fund administration (back office) but also a major premises project including a state of the Art DR site. The tasks will be substantially completed within the next few months.

### **2003 –2006 NOBLE INVESTMENTS SA, ZÜRICH**

#### **Operating Officer combined with the CFO function**

My primary focus was to implement a tailor-made Finance operation for the Alternative Investments in order to

- retrieve adequate information for the MIS
- provide the Noble Group, Hong Kong with consolidated data about their Alternative Investments unit in Switzerland, Hong Kong and Bermuda
- supervise and manage the accountants particularly related to IFAS and accurate calculation of fee income, performance fees and trail commissions
- manage the Treasury covering Foreign Currency Exposure and Cash Position

My secondary focus was on implementing a new IT platform in order to

- ensure a reliable system environment including IP Telephony.

### **SEPT 1994 –2003, JULIUS BÄR BANK AND TRUST CO LTD, CAYMAN ISLANDS**

#### **Chief Operating Officer**

I was responsible for

- ensuring the Company's operation including IT and Services and Project Management,
- ensuring that security and internal control systems are adequate and that business recovery planning and emergency procedures are in place,

- directing the Company's financial affairs in accounting (International Financial Accounting Standards, US and Swiss GAAP), consolidation on SAP, reporting according to Swiss Banking authority requirements, controlling budgeting, new financial instruments, tax, currency and treasury matters,
- managing the Company's risk exposure, credit control and payment systems,
- supporting the CEO in all Human Resource issues, such as
- compensation and benefits
- labour relations
- development and training
- employment policies and procedures
- managing the Company's external and internal Auditor contacts not only for the Financial Accounting but also for Mutual Funds and Trust & Companies
- developing and maintaining procedures and controls to promote communication with local regulations and laws
- acting as Compliance and Insurance Officer for the Company
- covering the function of Investment Manager for Julius Baer Hedge Funds and a Private Equity funds.

## **1987 –1994 BANK JULIUS BÄR & CO AG, ZÜRICH**

### **Senior Auditor**

Carrying out internal audits in the area of Private and Institutional clients, Foreign Currency and Securities Department as well as Back Office Administration.

## **1980 - 1987 KPMG PEAT MARWICK, ZÜRICH**

### **Auditor**

I worked as an external Auditor and covered a wide variety of industries, insurances companies and Government, Banks and Funds. My work included Annual and Interims Audits, consolidation, revaluation of companies, special consulting work and liquidations. It was crucial to know the economic, the legal and the tax aspect of the matter at hand in order to provide superior service.

## **1976 - 1979 CREDIT SUISSE, ZURICH**

### **Trainee**

As a trainee I did apprenticeships in the Internal Audit Department, private and commercial lending of funds, Foreign Exchange and Security Department, Security Back Office as well as Personnel Department.

## **PERSONAL INFORMATION**

Born in Zurich, 1955, married, one child

## **EDUCATION**

May 1999	Senior Executive Program, Columbia University, New York
June/October 1998	Financial Markets Program, Institute of Finance, New York
1990	Swiss Certified Public Accountant
1988	Certified Controller VSB

## **PROFESSIONAL MEMBERSHIPS**

Treuhand-Kammer, Switzerland  
Alumni, Columbia University, USA

## **OTHER INTERESTS**

Military: Air Defence Corps (Captain)