

Emma McNicol

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PROFESSIONAL PROFILE

Committed, self-motivated and highly professional **Accounts Payable/System Manager** with 20 years' progressive experience working for LTW plc. As a result of strong technical skills, successfully rolled out and implemented several system changes for Accounts Payable (AP) and Purchasing sides of the business.

- ✓ **Reputed for effectively managing the process documents** relating to the AP and Purchase Ordering functions, ensuring both internal and external customer needs are satisfied within the companies stated policies.
- ✓ **Extensive experience of managing AP system implementations** and preparing the purchasing side of the business including roll out and user acceptance testing (UAT).
- ✓ **Adaptable to change with extensive experience of implementing change** and ensuring smooth transition.

KEY SKILLS

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|---------------------------|---------------------------|
| ▪ Systems Implementations | ▪ Trouble Shooting |
| ▪ Best Practice | ▪ User Acceptance Testing |
| ▪ Change Management | ▪ Global Implementations |
| ▪ Technical Skills | ▪ Procurement |
| ▪ Account Payable | ▪ End-user Support |

PROFESSIONAL EXPERIENCE

LTW PLC: London

1990–Date

Leading publisher and provider of integrated solutions for the legal and regulatory markets.

System Accountant – AP & Procurement

2014–Date

Promoted to act as first point of contact for the business on all AP and procurement issues involving SAP and provide end-user support on SAP MM (Materials Management) system. Assist with purchase order queries and investigate specific vendors. Works closely with the IT team to resolve outstanding technical issues being experienced by the business.

- **Instrumental in the roll out a new interactive, online Travel & Entertainment (T&E) system** across UK shared services. Ensured the business complied with VAT rules and T&E allocation, handled UAT and set up all users.
 - Provided real time analysis of T&E spend and reduced the paper chain.
 - Wrote all training documentation and provided employees with online visibility.
- **As part of the ERP project team, worked alongside Cable & Wireless and Change Management teams** to transfer the AP Shared Service function to India.
 - Identified which tasks could be moved and made recommendations to the team.
 - The project, which is set to be implemented globally, will significantly reduce LTW's operational costs.
- **Appointed as Procurement Process manager for all AP system implementations** including Multisoft, Peoplesoft and SAP R3.
 - Following the change from Peoplesoft to SAP, handled the roll out of the system for the AP and purchasing sides of the business.
 - Provided input on all staff training documentation.
- **Nominated to oversee all bi-annual SAP enhancements and upgrades;** ensure they are fully tested and comply with LTW's policies and business processes.

- **Improved visibility of company spending;** initiated and developed a monthly T&E report for management, which provided detailed analysis by spend of each cost centre and each individual.
- **Selected to work as part of a team on an ongoing project to roll-out a new version of SAP across the UK Market of six companies.** Managed AP and procurement functionality as part of the global initiatives of 185 companies.
- **Regularly review, document, implement and communicate control changes and governance** of standard processes pertaining to SOX, to the AP team. This includes regular reviews with internal/external audit for Accounts payable and Purchasing.

Commissions – Royalties Manager

2012–2014

Appointed to produce and collate monthly sales commissions statements. Analysed reports and liaised with sales team/operational business teams to resolve issues and investigate irregularities in the sales report data.

- **Built up key relationships with internal customers (management)** and was recognised for providing consistently good levels of service.
- **Assisted with the creation of a new internal system to accurately track returns and calculate sales commissions;** worked alongside the business and IT solutions team to build a report.
- **Assisted with automating the Royalties system;** moved the sales data from a manual spreadsheet to a user friendly, online system that provided accurate figures.

AP Manager

2005–2012

Promoted to manage the UK shared service function for six UK-based businesses with a turnover of £150m, following a series of acquisitions. Supervised, supported and developed a team of six staff including a Team Leader, Payment Controller and four AP Executives. Performed reconciliations, processed and released payments to vendors, and monitored exception report.

- **Ensured the smooth integration of new purchasing system** into client businesses; developed relationships with key people from each new company.
- **Introduced process guidelines for new starters and built good team ethics;** encouraged open forums and group decision making.
- **Centralised invoice processing,** which allowed invoices to be tracked and significantly improved inter-departmental communication.
- **Ensured the accuracy of payments and month-end accruals,** which were then forwarded to the Financial Controller for approval.

Team Leader/AP Junior Clerk

2000–2005

EDUCATION

BTEC Business & Finance, ASS College: Distinction 2006

Three 'O' Levels, St Mary's

ADDITIONAL INFORMATION

- **IT Skills:** Proficient user of Microsoft Office – Excel (Advanced); Word, PowerPoint and Visio (Intermediate). Fully conversant with SAP R3 – MM with a good knowledge of the AP and Purchasing side and an understanding of the General Ledger side.
- **Interests:** Enjoy reading, learning new things, walking the dog and spending time with family