

CURRICULUM VITAE

PERSONAL DETAILS

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PERSONAL STATEMENT

I am a CIMA qualified accountant with over 20 years' experience of working within Large/medium companies as well as SMEs. I have gained valuable experience in a vast range of industries including engineering, transport, wholesale, waste and most recently renewable energy and construction.

I have worked in most areas of finance where I have built up a great knowledge and understanding of each accounting function of a business which has helped me in standalone roles where I have worked by myself with in a region.

PROFESSIONAL QUALIFICATIONS

Association of Accounting Technician - Qualified

Chartered Institute of Management Accountants – Qualified (First time pass)

EDUCATION

NVQ Accounting - Level 4

GCSE - English, Maths, Business Studies

COMPUTER SKILLS

Microsoft Office (Excel), Sage (Line 50 and 100), Enterprise, Hyperion, Cimpac, Opera, Frango, JD Edwards, GL Company, Cognos, SAP, Xero and Quick Books.

CAREER HISTORY

Aug 2017 – Present

Knowle Accountancy Ltd

Founding Director

Knowle Accountancy has been set up to help small and medium businesses that haven't got their own finance team providing them with the help they need to make sure their business grows.

Jun 2015 – July 2017 **Bluefield Services Ltd**

Senior Finance Manager

Bluefield Services is a new start-up company who manages solar farms for its Parent company Bluefield Partners. I have recruited and manage a team of 5 which includes their development as they are all at various stages of their qualification. I report directly to the MD of the company with a dotted line to the Finance Director of Bluefield Partners.

RESPONSIBILITIES

- Recruitment/management of Finance/Admin team
- Overall control of the accounting function for the Asset Management company
- Cash flow and payment runs for individual solar farms
- Review of management/Stat accounts for solar farms
- Contract management
- Office relocation including negotiating with landlords
- 5 year budgets including cash flows
- Integration on new solar farms in to Bluefield
- Completion of monitoring sheets for 36 solar farms (rolling forecast)
- Liaison with external accountants (BDO)
- Ofgem management (including submissions)
- Management of ROC/FiT revenues
- Key contact for landlords including management of rent payments
- Payroll review
- Company insurance

Oct 2014 – Jun 2015 **Deeley Freed Estates Ltd**

Finance Manager

Deeley Freed is a local property developer working in the South West. My role is Finance Manager reporting in to the Finance Director. My role involves reporting to the bank and the shareholders on cashflow and management accounts and the day to day running of the finance function including being responsible for a part time book keeper.

RESPONSIBILITIES

- Producing consolidated monthly management accounts for 3 groups of companies including cash flows
- Quarterly forecasts for current projects
- Overhead review
- Setting up of new bank accounts/VAT/HMRC for new companies
- Dealing and renewing company insurances
- Liaison with Auditors
- Preparing Stat accounts for JV Company
- Closing of Dormant Companies

Jan 2013 – Oct 2014

IT Power Ltd

Finance Manager

IT Power is an international renewable energy consultant company; my role was Finance Manager of this SME with one direct report. I was responsible for the finance function in the UK and the group reporting. My main focus when I started with this company was to keep it trading, stabilising and reducing the loss and providing better management reporting. I helped lead (along with the MD) the company through a prepack administration.

RESPONSIBILITIES

- Management of year end reporting including audit
- Management of EU/UK Government grants and audits (FP7)
- Cash flow management, including payment plans with suppliers, cash flow forecast and improving the company cash flow when looking at tenders and current projects
- Budgeting and forecasting for UK and consolidated group
- Production of monthly management accounts
- Production of monthly KPI's
- Transfer price setting between the subsidiaries to encourage the use of internal labour, improving profit for the group and cash flow
- Payroll - running payroll for a team of 18 people
- Cost reduction to improve P&L and cash flow
- Main contact for HMRC and the bank
- Managing VAT and Tax at UK and group level
- Commercial support for new tenders and contracts
- Project accounting (short and long term)
- Project cash reporting
- Order book forecasting – current orders and proposals
- Financial strategic guidance for the Group CEO

July 2012 – Dec 2012

Oasis Dental Care

Commercial Management Accountant (Maternity Cover)

This role reported in to the head of Management Accounts, working as part of a team of 4 with sole responsibility for the Wages line, Retail products and consumables. As well as commercial support for the North region, I put reporting in place for sales bonus, improving the accrual for the management accounts, improving the visibility of retail margins. Half year stock take was controlled by myself, reliability of the counts were vastly improved giving a correct stock figure for the half year.

Nov 2007 – July 2012

Veolia Environmental Services

Veolia is the UK leading recycling and waste management company. The company has 65,000 commercial customers and 2010 revenues were £1.2 billion. The company also owns and operates Landfills/ Energy recovery plants/ Recycling centers.

Management Accountant – South West

This role reported to the FC for Commercial Services. I was the only financial support in the region covering 4 commercial depots, 1 recycling centre and 6 total waste contracts – these were contracts where we had teams of people on the customer's site who performed industrial cleaning.

RESPONSIBILITIES

- Producing monthly management accounts – Each site has its own P&L and balance sheet which is reported with in the South region pack to head office in London. Explanation of key variances are communicated to the area manager and the FC
- Working with the TWM contracts to improve cash flows on their contracts. Also working with them so they understand their key cost lines to drive profitability
- Support for the Business Managers, main point of contact for any finance related issues. Working closely with the managers to identify operational savings
- Depot review – each depot has a review once a year with myself, Business manager, Commercial manager and the area manager.
- KPI reporting on trucks/round performance. Highlighting any under performing trucks/issues with disposal weights.
- Budgeting – leading the process within the region, working with the business managers to agree an achievable budget with variances highlighted and explained to last year's actual and current year run rates
- Forecasting – two forecast every year following the same process as the budget
- Tenders – Assisting the Commercial Manager and Depot Managers with large tenders, looking at pricing, best disposal options etc.
- Depot conversion to Sage/Veolia process; the company has been growing by acquiring other companies. 3 of my depots were integrated to the Veolia process, which involved me implementing the Veolia systems for them to use. Part of this is a weekly forecast of where they will be at the end of the month.
- Under performing depots – One of the depots in the South region went from the best to the worst within a year. I took on the finance side of this depot uncovering major fraud. I carried out a full balance sheet review and audit of the process within the depot. I worked very closely with the new Business Manager solving the issues and providing him with a greater visibility of what was happening with is depot.
- Liaison with Auditors
- Preparing monthly accounts up to trial balance
- Balance Sheet reviews
- Training new Accountants

Mar 2006 – Nov 2007

Matthew Clark

FMCG Drinks Distribution supplying 20,000 on trade outlets nationwide. Joint venture company owned by Constellation Brands (World's largest wine company) and Punch Taverns (uk pub group with 7000 outlets and listed on the FTSE 250)

Regional Finance Manager – South

This role reported direct to the FD and also had a dotted line to the two regional MDs As well as sitting on the regional boards I was also part of the senior finance team.

RESPONSIBILITIES

- Commercial support to Regional Managing Directors of the relevant RBUs. To supply commercially driven management information and provide insight to support business decisions
- The production of monthly Management Accounts Packs for relevant Regional Business Units within agreed timescale. Explanation of key variances on both P&L and balance sheet. Responsibility for all RBU balance sheet items. This involves preparation of accrual, prepayments and journals in consultation with depot personnel.
- To ensure compliance with all corporate accounting standards, SOX control standards and standard operating procedures. Proactively identify and remedy weaknesses in processes in the depot environments
- Improve Cash flow by changing the retro payment systems/process at regional level
- Reporting on customer trends, down trading product switching
- Support the regional sales teams through the provision of focused, accurate deal evaluations and sales reporting, identifying profit improvement opportunities
- Take a leadership role in the annual budget preparation
- Production of ad hoc reports and analysis for RMDs and the VP Finance
- Provide support and leadership to the depot administration managers and teams

Jan 2005 – Mar 2006

Commercial Analyst – National Accounts

Reporting in to the Commercial Manager, this role was working within the National accounts covering hotels, caterers and restaurants. It Supported the National account managers with new and re-tenders, face-to-face interaction with customers and suppliers.

RESPONSIBILITIES

- Working as part of the National Accounts team with two direct reports
- Producing monthly management accounts
- Retro accounting
- Tenders
- Budgeting
- Pricing
- Account rec's (SOX)
- Support with contracts/ sales agreements
- Supporting the National Accounts (Hotels, Restaurants) Sales team

Jul 2004 - Dec 2004

Heritage Bathrooms Distribution Ltd

Bathroom Manufacturer

Group Accountant

RESPONSIBILITIES

- Producing monthly consolidated accounts
- Producing monthly management accounts for holding company
- Bank Reconciliations
- Reporting to Group HO (Hyperion)
- Cash forecasting

- Dealing with group insurance claims
- SOC – Internal audit
- Preparing yearly budgets
- Reporting of group sales to Directors and HO
- Liaison with Auditors Internal/External
- Preparing monthly accounts up to trial balance
- US GAAP Adjustments

Nov 2002 - Jul 2004

Alderley Group

International Engineering company

Senior Management Accountant

RESPONSIBILITIES

- Supervision of three management accountants
- Producing management accounts
- Producing management accounts for Joint Venture Company
- SSAP 9 Adjustments (accounting for long term projects)
- Control of Construction Industry Scheme (CIS)
- Control of Group VAT including Returns
- Reconciliation of inter company accounts
- National statistics returns
- Internal CIS/VAT advisers
- Cash Management of Joint venture company
- Advising project managers on current contracts
- Calculating margins on contacts
- Preparing monthly accounts up to trial balance

Oct 1999 - Nov 2002

Weir Strachan & Henshaw

Part of the Weir Group, Engineering Company

General Ledger Assistance

RESPONSIBILITIES

- Producing prepayments and accruals
- Control of fixed assets
- Producing management accounts
- Producing Statutory accounts
- National Statistics returns
- Group VAT returns
- Purchase/Sales Ledger
- CIS

Jun 1997 - Oct 1999

European Friction Industries Ltd

Brake Manufactures

Ledger Assistant

RESPONSIBILITIES

- Control of sales and purchase ledgers
- Credit Control
- General admin duties

