**Kit Harris Smith**

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| **Education & Qualifications** |
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**2021 – Present TechTalent Academy, Data Science Bootcamp**

14 week intensive learning focusing on the use of Python, SQL datasets and PowerBI

**2018 HM Treasury Business Case Reviewer’s Course**

HM Treasury Certificate in Business Case Review

**2018 PRINCE2 Foundation in Project Management**

PRINCE2 Foundation Certificate in Project Management

**2016 – 2018**  **Chartered Institute of Management Accountants Certificate**

CIMA Certificate in Business Accounting

**2012 – 2014 The Charter School, Dulwich, London**

A Levels in Geography, Politics, and Sociology

**2007 – 2012 Harris Academy, Crystal Palace, London**

13 GCSEs including English, Maths, French, Music and Geography

| **Employment History** |
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**01/20 – Present Financial Analysis Manager, Finance Business Partnering**

**Department for Transport**

* I provide an expert finance management and advice service to four business units within the department, working collaboratively with stakeholders to deliver business objectives whilst also ensuring accurate accounting. I manage in month and month end finances; reviewing and advising on journals, leading on detailed income and expenditure reconciliations as well as reviewing and scrutinizing pay and non pay forecasts. I provide advice on admin and programme finance queries, and ensure International Financial Reporting Standards such as IFRS16 are adhered to within my business units.
* I analyse month end data against performance indicators and build summarised finance and workforce updates for the senior leadership teams of each business unit. I provide these updates in the form of monthly reporting packs, while also delivering the key messages verbally at monthly SLT meetings.
* I also manage the Business Planning and Spending Review exercises for my business units, working with a range of stakeholders to plan for business need and objectives, while also providing challenge to ensure the proper management of public money. Between August and October this year, I worked to build and deliver business plans for both the Comprehensive Spending Review 2021 and the 21/22 Supplementary Estimates process.
* I also provide support on issues affecting the wider department. I have recently worked to design and coordinate the department's implementation of a new expense system within the SAP environment.

**05/19 – 01/20 Income and Losses Manager, Financial Accounts & Controls**

**Department for Transport**

* I managed the losses and special payments process for the department and its Arm’s-length Bodies, reviewing all requests against the government’s Managing Public Money framework. I worked directly with requestors in the business, as well as colleagues in the HM Treasury Transport Spending Team.
* I also managed the aged debt and unallocated receipts process, working with Finance Business Partners and customer organisations to ensure payments are collected and cash is allocated in good time.
* Additionally, I led on the Order 2 Cash process and regularly attended cross government workshops, representing the department. During this time, I developed strong relationships with both accounts payable and receivable colleagues across government.

**10/18 – 05/19 Income & Debt Strategy Manager, Financial Control & Operations Team**

**Cabinet Office**

* I led a review of Cabinet Office income against the newly introduced income standard IFRS15. The review process and findings were documented in a report which was presented to auditors at year end to illustrate compliance. The report continues to act as teaching material for successive IFRS15 reviews.
* I was also responsible for changing and improving the Cabinet Office invoicing process, to tackle the issue of aged debt going forward. I created a new way for colleagues to request invoices which ensured finance compliance and was more user friendly. This ultimately made including purchase orders compulsory and moved the responsibility of raising invoices away from business partnering teams to the business units themselves, ensuring efficiency as well as increased accountability.

**03/17 – 10/18 Finance Manager, Modern Electoral Registration Programme**

**Cabinet Office**

* I managed the finances of the projects that made up the programme’s £28m budget (budget in FY 17/18). It was also my responsibility to lead in financial conversation for the team, liaising with internal and external stakeholders, including Cabinet Office colleagues from the Finance Business Partnering team.
* I managed contracts and ensured payments were made in line with contractual agreements, working with necessary stakeholders such as Crown Commercial Services and Project Leads.
* I also worked to re tender the main service provision contract for the country’s Register to Vote website. As well as resolving an issue around contract wording, the re-tender also resulted in savings of over £200k for the service in financial year 18/19.
* I also led the payment of grants worth £33m to over 400 Local Authorities, working with both HM Treasury and DCLG to obtain the necessary approvals. I also introduced a new payment process for grants, which allowed for bulk payments from a single form. This payment method is now the standard and still in use following my departure from the team.
* I also enjoyed management responsibilities for the team’s Business Administration Apprentice, who since went on to secure a promotion as a Finance Analyst.

**09/15 – 03/17 Finance Officer, Central Finance Team**

**Cabinet Office**

* I was responsible for the monthly reporting, analysis and business support of 20 business areas, as well as supporting Central Finance to monitor spend against budget.
* I was also responsible for month end financial processes such as preparing journals and forecasting against budget.
* Other duties involved raising and tracking purchase orders, paying and raising invoices, as well as leading on cost centre mapping.

**09/14 – 09/15 Floating Resource, School Leaver Internship**

**KPMG UK**

* I spent time rotating around the Restructuring, Audit and Central Services departments in order to meet business need.
* I worked on the insolvency administration for brokerage firm MF Global as well as a number of large audits, including Bank of New York Melon.

| **Additional Skills & Interests** |
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I am fully IT literate and an advanced user of Microsoft Office applications; PowerBI, Excel, Powerpoint and Word. I am proficient with the computer programme language Python and use this knowledge to efficiently manage large SQL datasets and output data visualisation via Power BI. I also have extensive experience working with both Oracle and SAP ERP finance systems.

Outside of work, my free time is spent riding bikes, whether that’s cycling to the office, mountain biking on weekends or racing BMX in the summer evenings with my local club Br1xton BMX. I have previously been awarded The Diana Award for ‘Courageous Citizen’, which recognised my volunteering in the local community, as well as my previous responsibilities as carer. I was lucky enough to receive my award from Baroness Doreen Lawrence.

**Referees available upon request**