**CURRICULUM VITAE**

**Alan Woulfe FCCA, MBS**

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**PERSONAL PROFILE**

* ACCA Qualified Accountant with over 15+ years experience working in a diverse range of Finance and Accounting Roles and Sectors.
* An organised, strategic, detail orientated and dependable professional
* Hard working, dedicated and ambitious professional possessing both strong theoretical and practical knowledge.
* Strong Technical Accounting Skills. Good Understanding of IFRS and Application of the Same. Vast ERP experience on Multiple systems Including Microsoft Dynamics (D365 F&O), SAP & Oracle. Key User for Microsoft Dynamics in my current role.
* Excellent communication skills with a proven track record of enhancing the team’s performance and possessing the ability to work within pressurised environments
* Personnel Management Experience and Extensive Management Experience across Multiple Projects

# KEY SKILLS

* **Leadership and Management**

Successfully Project managed the Implementation of an ERP System (MS Dynamics F&O). Lead the Project Team through all phases such as Planning the timeline for the Implementation and deadlines for completion, Organising Workshops with IT & system Consultants, testing all functions within the ERP System and managing the roll out & Stabilisation phase. Managed and assigned responsibility to the team for all ERP system updates throughout the year in tandem with Group Finance. I am responsible for leading all aspects of Month End Management Reporting and had responsibility for 3 to 4 Direct Reports in the areas of AP, AR, Payroll, Treasury & Joint Venture Accounting.

* **Interpersonal/Communication:**

Excellent Interpersonal & communications skills developed in a professional capacity through Month End Financial Reporting and liaising with Senior Management, Business Partners, Internal Stakeholders, Senior Accountants, Direct Reports, meeting with and advising Clients on a daily basis in a number of different sectors within Finance. Communication skills developed through both Group and Individual assignments/projects throughout college including research, presentations, Interviews/Surveys (Dissertation) and providing tuition to students.

* **Organisational:**

Leadership and Organisational Skills developed and improved upon through working to meet strict deadlines, Month End Close and Quarter End/Year End Close, Project Managing multiple assignments, Managing Direct Reports as well as completing a Professional qualification, Group and Individual Projects and numerous assignments throughout college.

* **Teamwork:**

A reliable, dedicated and trustworthy team member supporting colleagues in a number of different roles. I have always ensured to operate in a conscientious manner in supporting all team members meeting and exceeding expectations as required.

* **Technological & Transformational:**

Multiple ACCA courses completed around Technological Advancement within Finance. Project Managed the successful Implementation of a New ERP system in Transdev. Extremely computer literate and competent in numerous systems. Provided training to existing and new finance team members in previous roles.

# PROFESSIONAL EXPERIENCE

**Ayvens (Formely Leaseplan Fleet Management Services) 18th April - Present**

**LeasePlan, a global vehicle leasing company with over 60 years of experience, offers fleet solutions to SME, large corporations and public sector organisations.**

**18th April 2023 – Present**

**Financial Controller**

**Duties and Responsibilities:**

* Management reporting, statutory reporting, tax compliance and liaising with auditors and banks. Green score achieved in the Internal audit. Monthly Reporting timeline significantly reduced from 5 days down to 3. Improved accuracy of reporting achieved and tight deadlines were never missed
* Analysing financial data to provide insights and recommendations to senior management for decision-making
* Monitoring and reporting on key financial metrics, variances, and trends to ensure alignment with business objectives
* Leading the annual budgeting and periodic forecasting processes
* Monitoring internal and external audit processes and ensure timely resolution of any audit findings
* Managing the group's cash flow and working capital requirements to ensure efficient utilization of resources. Managed the payment of the annual dividend.
* Monitoring liquidity, recommend strategies for optimizing cash reserves, and oversee treasury functions
* Built and maintained strong relationships with the key commercial teams within the business providing relevant, accurate and timely reports and advice around key areas
* Collaborated with executive leadership to contribute to the development and execution of the group's financial strategies and long-term business plans
* Responsible for the continuous focus on finance process improvements, ERP, IT system updates/roll outs
* Liaised with HQ on ad hoc projects so as to ensure Local and Group Reporting were streamlined, accurate and reliable. This included creating Reports, ensuring GL account mapping was set up correctly. Also involved in Initiatives relating to the Merger of ALD and Leaseplan
* Established the Finance Team from A-Z. Involved in the Selection and Hiring Process, creation of SOP’s/Training Manuals and the initial Training of the New Hires. Managed and mentored the team including Finance Manager, Senior Financial Accountant, AP/AR Supervisors and AP/AR Assistants. Fostered a culture of collaboration, continuous improvement, and professional growth.

**Transdev Dublin Light Rail (LUAS) 23rd October 2019 – 31st March 2023**

**With a presence in 20+ countries worldwide, Transdev is the world reference in public passenger transportation. Transdev covers the whole transport chain to offer the best response to the needs of passengers and local government authorities.**

**01st November 2021 – Present**

**Financial Controller**

**Duties and Responsibilities:**

* Heavily Involved in the Budgeting, Forecasting and Long-Term Plan Preparation process in tandem with the CFO
* Responsible for all aspects of Management and Financial Reporting – All processes streamlined and Month End Close process reduced by 2 days
* Monitoring Spend with Heads of Departments to ensure actual spend is in line with Budget
* Internal Control’s Strengthened and Developed to meet Group Standards
* Responsible for Statutory and Regulatory Compliance
* Cashflow Forecasting, Consolidations, Working Capital, Net Financial Debt Preparation and CAPEX, OPEX & COGS Preparation
* Working closely with the CFO on Restructuring Aspects of the Business Operations and Finance Department
* Strategic Business Partnering with Operational Managers to ensure Commercial and Non-Financial Information reported in a timely manner. Good relationship developed and maintained
* Key contact for all Taxation and Audit related queries
* Member of Steering Committee, Change Advisory Board, Country Co-Ordinator Committee & Senior Management Meetings
* IT Proficiencies - Microsoft Dynamics D365 F&O, PowerBI, MS Teams, Microsoft Office

**Achievements**

* Promoted to Controllership Role
* Developed and Strengthened Financial Processes and Procedures and Risk Management Policies

**23rd October 2019 – Present**

**Senior Financial Accountant >Team Leader > Financial Controller (Interim – Duration:12 Months)**

**Duties and Responsibilities:**

* Leading Month – End Reporting Processes from A to Z
* Assisting the FC with Budgeting & Forecasting
* Business/Commercial Partnering with Senior Stakeholders in the company, so as to discuss and ensure that monthly spend is in line with budgeted figures
* Profit and Loss Account Analysis, Balance Sheet Reconciliations, Intercompany Reconciliations and Consolidations
* Preparing and Reviewing of Trial Balance and Variance Analysis with FC
* Supervising Accounts Payable/Accounts Receivable and Payroll Department  
  PAYE, VAT and CSO Submissions
* Liaising with Group Auditor for Group and Internal Audit
* Hiring/Managing and Training/Developing Direct Reports
* Successfully implemented ERP System (MS Dynamics) which became Group Standard. Key User and Business Process Owner
* Business Process Officer - Managed the installation of System upgrades in tandem with Group  
  Finance. Planned and executed testing so as to ensure upgrade was installed before tight deadline

**Achievements**

* Successful implementation of New ERP System – MS Dynamics F&O

**Bank of America Merrill Lynch - 20th March 2017 - 30th November 2017 (FTC)**

**Bank of America is one of the world's leading financial institutions.**

**Global Technology and Operations - EMEA Analyst**

**Duties and Responsibilities:**

* Analysing and Clearing reconciliation breaks on a daily basis – Large volumes of transactions were allocated to specific codes. Large value transactions were prioritised, and aged breaks followed up on in a timely manner
* Managed a number of Global entities reconciliations and reconciled Multi – Currency transactions
* Ran multiple reports on a daily basis and used the appropriate tools to interpret the data
* Evaluated potential risks and exposure to the business and reported such matters to senior management
* Effectively managed numerous client queries and ensured these were closed out in a timely and effective manner
* Participated in internal re-engineering projects, proactively looked at ways to implement new workflows and processes. Processes were streamlined so as to improve the overall efficiency of the operation
* Evaluated and ensured that overall business procedures were aligned and performed with company policy and procedures. Developed, improved and maintained procedures on a daily basis
* Ensured compliance with target controls standards were adhered to
* Root cause analysis so as to identify and improve technical issues and resolution of these were reported to management
* Working as part of a team which includes cross-training, meeting weekly and monthly targets and controlling gaps identified and closed out

**Achievements**

* Effective Management and Analysis of Multiple Global Entities Reconciliations

**Zurich Insurance Plc, La Touch House, IFSC - 11th April 2016 - 28th October 2016**

**Zurich Insurance Group is a global insurance company that provides a range of general insurance and life insurance products and services.**

**ZIP Finance Operations Associate / Financial Accountant**

**Duties and Responsibilities:**

* Reporting Directly to the FC
* ZIP HO and ZIC IE Bank Account management
* Cashflow Management - Ensuring SLAs / MOUs governing cash flows are up to date
* Monthly and Quarterly Planning, Invoicing and Accruing for Shared service expenses
* Management Reporting - Reporting Actuals, Forecast and Plan on the group reporting system
* Daily journal creation and entry onto SAP General Ledger system
* Intercompany – Tracked and Accounted for receipts and payments
* Account Receivable - Collecting and minimising outstanding balances
* Accounts Payable - Raised payment requisitions so as to settle any outstanding payments to various entities
* Accounts Payable - Paying 3rd party invoices and arranging purchase orders
* Accounts Payable - Issuing invoices to other Zurich reporting units for IT and Investment services
* Involved in the AUP process which required daily interaction with Auditors so as to assist in the completion of the audit
* Liaised with the Taxation department with regards to the completion of Investment and Management MOU's
* Updating and maintaining the expense allocation models for Investment and Management dealings
* Ensured strong financial control environment exists at all times
* Reviewed existing processes and procedures and introduced improvements where appropriate
* Ensured that various ad hoc queries received from the branch entities were resolved within the specified timeframe
* IT Proficiencies - SAP, Lotus Notes

**State Street AIS, Carrickmines, Dublin 18 - 15th August 2014 – 01st April 2016**

**State Street Corporation is a global provider of financial services to institutional investors.**

**Private Equity Fund Accountant/ Financial Accountant**

**Duties and Responsibilities:**

* Responsible for preparing Consolidated Accounts and Investor Activity Reporting Packs for Senior Management (SVP, VP and AVP) on an Annual, Quarterly and Monthly basis
* Prepared periodic cash and other bank reconciliations for all fund entities
* Accounts payable, distribution and investment funding processing including preparation of checks and wire transfers and seeking appropriate approval
* Monitored USD and non-USD cash movement to ensure proper and timely settlement
* Reconciliation and preparation of Capital Call and Management Fee calculations
* Preparation and processing of General Journal entries into the General Ledger
* Maintenance of General Ledger, including preparation and update of system generated reports and the Financial Statements
* Supported the Year End Audit including Audit confirmations and Investor requests
* Responsible for Compliance and Tax Related Matters
* Participation in special client and internal projects as required
* Provided assistance and guidance on accounting standards and best practices
* Maintaining electronic and hard copy client files on a daily basis and archiving as necessary
* Assisted in training Fund Administrator, Associate Level 1
* IT Proficiencies - GRS, J Cash, Citrix, InvestAI, Investran, Rightfax, SSGA, MYSS, Cash Sweep, Cash Manager, TLM/PLM,

**Achievements**

* Successfully Managed and provided Accounting and Administration for a Prestigious PE Fund – Franklin Templeton
* Achieved spot award in State Street for productivity, nominated by Vice President of Alternative Investment Solutions (Private Equity)

**Ardagh Horan Accountants, Registered Auditors, Dublin 12 - 08th April 2013 – 01st August 2014**

**Part Qualified Accountant/Auditor**

**Duties and Responsibilities:**

* Preparing and finishing accounts for review by partners.
* Completing working schedules such as Debtors, Stock, Creditors, Bank, Fixed Assets,VAT and Tax Computations
* Bookkeeping and Invoice Processing
* Completing Audit and Audit Exempt programmes
* Editing Financial statements and Abridged Accounts
* Preparing and Submitting B1s to the CRO
* Completing Form 11’s and Corporations Tax returns
* Involved in the audit of certain companies
* Have used ROS extensively
* Completed payroll for clients. Software package used: Theasurus Payroll
* IT Proficiencies: Sage Accounts Production 6.8, SharePoint, Access, Drive, Relate

**Achievements**

* Completed Client Accounts in a timely manner and discussed Tax Returns and Audit related matters in fact to face meetings

**Baxter Healthcare Ltd, ESSC, Deansgrange, Dublin 18 - 26th April 2011 – 06th January 2012 (FTC)**

**Junior Intercompany Analyst**

**Baxter International Inc through its subsidiaries develops, manufactures and markets products that save and sustain peoples lives.**

**Duties and Responsibilities:**

* Logging of inter-company vouchers into the Payables Ledger
* Matching of goods received notes to invoices and review exceptions of the AVMP program
* Review ageing of logged vouchers, goods received notes and resolving issues relating to these
* Daily running of interface from source system to JDE One World and follow up on exceptions with Local Country Finance and/or Technical support
* Weekly review of various reports and analyzing exceptions
* Involvement in ICO month-end process
* Ensuring deadlines and timetables are met
* Support business partners as per SLAs
* Filing of Intercompany Vouchers
* IT Proficiencies - JD Edwards Enterprise One, Oracle

**Employer:** **LM Carey & Co FCCA, 32 The Square, Listowel, Co. Kerry - 11th October 2010 – 18th April 2011** **(FTC)**

**Position: Trainee Accountant/Auditor**

**Duties and Responsibilities:**

* Performing bank reconciliations
* Preparing client working papers for sole trader and company accounts which included debtors, creditors, stock, fixed asset, VAT, PAYE/PRSI and bank schedules
* Involved in preparing tax computations, uploading form 11’s on ROS, and preparing and completing VAT returns
* Have met with clients and have been involved in audit fieldwork as a junior on the audit of a regulated body
* Preparation of weekly / monthly payroll. Preparation and submission of P30s, P45s and annual P35. Collsoft payroll software package used
* Experience working with Excel and Sage accounts production software package
* IT Proficiencies - Sage Accounts Production, Sage Line 50, Collsoft, Thesaurus, Taxpack, Compad, Microsoft Office

# EDUCATION

# ACCA – Further Qualifications

* Certificate in Sustainability for Finance (Cert SF)
* Certificate in International Financial Reporting IFRS (Cert IFR)
* Certificate in Data Analytics (Cert DA)
* Cyber Security: The Role of Finance Leaders
* Machine Learning: An Introduction for Finance Professionals
* Robotics in Finance: The Future

# Non-ACCA – Further Qualifications

* Advanced Project Management Certificate @ Transdev
* Microsoft Dynamics Finance and Operations Certification – Certification Test to complete

# Accountancy School.IE Dublin

* ACCA Qualified Accountant

**Institute of Technology Tralee**

* Master of Business Studies (MBS)
* Bachelor of Business (Honours) Accountancy

**Christian Brothers School, The Green, Tralee, Co. Kerry**

* Leaving Certificate Examination