



**EER268**  
**North London**  
**£75,000**  
**3 Months**

CIMA qualified Finance Director with over 8 years' experience in MAT strategic planning, financial analysis and reporting. Commercially focused, having consistently demonstrated the ability to communicate financial information effectively to both finance and non-finance professionals. Experience of leading teams of varying sizes, with a proven ability to meet targets and deadlines, as well as frequently adding value by devising strategies to improve internal controls, standards and processes.

**EER268**  
**Director of Finance**

**Career Experience**  
**May 2017 – Present**

**Multi Academy Trust**

**DIRECTOR OF FINANCE**

- Reporting to the Head Teacher and the Trust's Board.
- Manage a Finance Team of three.
- Provision of strategic financial advice and preparation of future financial plans to the Trust's board keeping up to date with national funding changes and regulation.
- Overseeing the financial management of the Trust's academies including the administration of the payroll.
- Responsibility for collating statutory and non-statutory reporting.
- Preparation of an annual plan and budget and to ensure achievement of the budget when approved by the Governing Body and the Trust's Board.
- Preparation of the mid and long-term financial forecast including the MI pack for the Trust and individual academies.
- Ensuring the effective implementation and operation of financial controls within the academy and financial sustainability of the organisation.
- Preparation of cash-flow forecasts to ensure that the academy cash position is consistent with its obligations.
- Responsibility for the production maintenance and review of the academies risk registers and take action to address any high risks.
- Ensuring prompt and efficient completion of monthly, quarterly and annual returns, as required by the Trust and by outside bodies including the EFA, local authority, pension schemes and HMC.

**Achievements**

- Managing the application, communication and finances of two significant New Build Projects spanning two years and costing over £3m.
- Devising a financial strategy and model that turned a loss-making cost centre into a profitable one, adding a cumulative £100k to the school reserves.
- Responsibility for the smooth transition of the external payroll provider in a condensed period of time.
- Implementing the removal of cash in the school, which brought about savings in time, money and administration and freed up resources to be used in other ways.
- Further automated the purchase ledger function by removing all paper-based orders and switching to online ordering and approval, contributing to further savings in resources.



May 2016 – May 2017

### Property Development Business

#### **FINANCE MANAGER**

- Reported to the Managing Director.
- Developed business plans for the new business focusing on funding requirements.
- Provided Monthly Financial Reporting including KPI's and prepared Forecasts/budgets/5-year plans and monthly cash flow forecasts.
- Created Cost control and variance analysis and financial modelling.
- Provided Business partnership which supported development and growth of new business.
- Managed relationships with various external bodies including Auditors and banks.
- Prepared all data up to monthly trial balance including reconciliation of control accounts.
- Controlled setup of new projects and record budgets and initial timescale.
- Prepared and filed VAT returns and Corporate Tax returns for 5 companies.
- Prepared and filed year end accounts for 8 companies (incl. Dormant).
- Provided strategic review of results and commentary.
- Reconciled inter-company balances.
- Prepared workings to support the owners personal tax return.
- Liaised with external tax accountants to minimise tax due.

#### Achievements

- Streamlined and automated most processes and moved from basic spreadsheets to a standardised method of reporting which enabled a quarter of the working week to be redeployed into more value-added tasks.
- Set up a new system to capture property rentals and billing and thereby eliminated the amount of bad debt outstanding within a year.
- Implemented the transition to a new and single accounting system that replaced multiple systems across different income streams thereby allowing group consolidated accounts to be put together more effectively and efficiently.
- Maximised year-end tax benefits by efficiently managing cash flows.

June 2013 – April 2016

### Insurance Broker

#### **SENIOR FINANCIAL ACCOUNTANT**

- Reported to the Revenue and FX Manager for the EMEA region.
- Was responsible for the overall management and control of associated activities relating to the Balance Sheet for all countries / entities which fell under the remit of UK Finance.
- Control review of all balance sheet reconciliations and resolution of any reconciliation queries.
- Production of all quarterly consolidated schedules for quarterly balance sheet reporting to Marsh Corporate using HFM.
- Completion of the EMEA Balance Sheet Metrics and Variance package.
- Worked with offshore partners to ensure resolution and clearance of any Balance Sheet items in a timely manner.
- Control of EMEA Balance Sheet ensuring regular monthly reviews were completed with the various Country Controllers.
- Provision of information which aided quarterly judgemental analysis of Balance Sheet transactions to tie into Balance score sheet reporting.



- Responsibility for the control of associated activities relating to MIBL.

### **Achievements**

- Oversaw the transition of the Finance function from the European office to the UK Hub that resulted in an overall saving to the group of \$250k per year.
- Implemented a new auditor feedback system which boosted efficiency by 15%.
- Redesigned a central spreadsheet used to track all balance sheet accounts across multiple countries to standardise accounting entries and identify errors and mis postings resulting in an improvement in reporting.

**September 2010 – May 2013**

### **Financial Services**

#### **MANAGEMENT ACCOUNTANT**

- Reported to the Financial Controller and Financial Director.
- Prepared and consolidated the monthly management information pack including the profit and loss accounts, balance sheet statement, budget variance analysis, cashflow forecasts and KPI's including all detailed commentary for the Board.
- Prepared working capital reconciliations and key financial drivers for management on a monthly basis and for ad-hoc projects.
- Prepared analysis of rolling business forecasts and projections including liaising with the departmental heads for their budget input and attending departmental meetings to discuss figures and reforecasting quarterly.
- Prepared annual IFRS financial statements and final production of yearly statutory accounts.
- Supported, tested and provided the sign off for the migration to the new dealing system.
- Provided divisional profitability analysis and methods for evaluating cost reduction opportunities.
- Production of quality procedures and maintenance of internal management systems to ISO standards.

**May 2005 – August 2010**

### **Property Investment Business**

#### **MANAGEMENT ACCOUNTANT (January 2008 – August 2010)**

- Prepared and consolidated the monthly management accounts pack including the profit and loss accounts, balance sheet statements, budget variance analysis, cashflow forecasts, accruals and prepayments including all detailed commentary for the Financial Director.
- Liaised with and prepared audit files for auditors incorporating sufficient contents and notes that assisted them in verifying the published accounts.
- Reviewed monthly bank reconciliations produced by the Purchase Ledger Clerk and monthly reconciliation of intercompany accounts and confirmation of balances between business units.
- Reviewed and controlled the accruals and prepayments and provisions monthly.
- Attended monthly management meetings to discuss the management account figures.
- Produced the budget variance analysis on actual to forecast and forecast to budget figures.
- Supervised the Purchase Ledger Clerk and Accounts Junior.

**FINANCIAL ACCOUNTANT (May 2005 – December 2007)**

- Maintained the fixed asset register for any asset additions or disposals in accordance with company policy and calculated depreciation on a monthly basis.
- Managed detailed reconciliations including control accounts, sales ledger, purchase ledger, intercompany and bank.
- Completed year end audit pack for internal and external reviews.
- Liaised with external auditors regarding on an annual basis.
- Completed variance analysis reports and supporting schedules for the Financial Controller.
- Reconciled and closed the nominal ledgers and general ledgers at month end.
- Prepared the weekly and monthly cashflow forecast.
- Managed international VAT registration and deregistration and overseas VAT recovery.

**Education****BA (Hons) in Economics (2:1)****Professional Training - CIMA** – Qualified 2010