



EduExec Recruitment  
Limited

**EER84**  
Finance Manager  
London  
1 Month  
£40,000

Oversaw end-to-end finance and payroll operations across two schools – management accounts, purchase ledger, credit cards, statutory returns, pensions (TPS/LGPS/workplace schemes), audits and compliance.

## CURRICULUM VITAE

### PERSONAL PROFILE

- \* AAT Qualified
- \* Thoughtful approaches to be more efficient throughout business procedures
- \* Logical thinking to reach concise and considered views
- \* Ability to do independent work, conduct research and acknowledgement of wider opinions

### EMPLOYMENT HISTORY

#### **Independent School**

##### **Finance Manager**

May 2023 – to date

- Management accounts to ensure budget expenditure is coded correctly to enable accurate reporting
- Issuing corporate credit cards to budget holders and leadership team
- Adjusting credit limits and reconciling monthly corporate credit card statements
- Inputting purchase ledger invoices, reconciling accounts and contacting suppliers
- Processing monthly payroll for two schools, including casual hours forms, statutory payments and deductions and workplace entitlements
- Managing and submitting pension contributions for TPS, local government and workplace schemes
- Liaise with auditors for year financial and pension audits
- Creating yearly payroll forecast, monthly payroll reports, including pay variance reports, and maintaining staff payroll databases
- Monthly/ yearly responsibilities of calculating SMP, SPP, SSP, OSP, submitting P11D's, ordering Childcare Vouchers and ad hoc duties

#### **Servies Company - London**

##### **Finance Manager**

December 2019 – April 2023

- Reporting and updating monthly, and yearly, financial statements including cashflow, profit and loss and balance sheet to managers and submission of year end accounts.
- Reconciling bank statements for all transactions across group accounts
- Managing payroll, earning deductible orders, furlough claims and pension contributions
- Submitting and paying VAT returns and paying of P32
- Raising sales invoices and purchase ledger control
- Calculating and processing self employed consultants pay
- Creating cost centres for numerous departments and accounts journals



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## Property Group

### Accounts Administrator

July 2018 – December 2019

- Preparation of Statement of Profit or Loss in relation to commercial buildings owned
- Raising sales invoices and VAT schedules
- Reconciling purchase invoices with purchase orders
- Renew utility and lease contracts
- Organise sub-contractors for repairs at commercial and residential properties
- Ad-hoc administration duties including business rates and property maintenance

## Property Group

### Accounts Clerk

February 2017 – July 2018

- Reconciling payments, preparing sales invoices for clients and sales ledger credit control using Xero
- Analyst of databases in preparation for reports
- Plan yearly diaries to ensure sales, production and distribution departments are given sufficient time to complete tasks whilst not conflicting upon each other
- Preparing quotations for customers and re-negotiating costs with suppliers

## Engineering Business

### Office Manager

September 2014 – December 2016

- Oversee office planning and customer services departments to ensure route planning is efficient for engineers and all customers are allocated appointments
- Reports to Managing Director about weekly warranty and stock parts sales from engineers
- Reports to Managing Director about weekly cashflow and profit
- Head of Accounts including sales and purchase ledger clerk responsibilities, quotations and calculation of employees' expenses and payroll – use of Sage 50
- Reconcile company statements to account for sales, purchases, and financial queries

## ACADEMIC HISTORY

**2008 – 2010:**

### Achieved 3 A-Levels:

Physical Education	(A)
History	(B)
Geography	(B)

### Achieved 2 AS levels:

Extended Project Qualification	(A*)
Mathematics	(C)

**2008:**

### Achieved 10 GCSE grades A – C:

**2023:**

AAT Level 4 Professional Diploma in Accounting – Merit  
AAT Level 3 Advance Diploma in Accounting – Merit  
AAT Level 2 Certificate in Bookkeeping