An ACCA qualified accountant with work experience in both practice and industry. Key strengths: strong technical accounting skills gained via working as an auditor and management accountant; VBA / programming enthusiast who has a proven track record of process automation and improvement; A motivated self-starter who works well independently as well as in teams. A trilingual speaker with curiosity and passion to learn.

Experience

Senior Audit & Accounts, Greenback Alan LLP, London; Sep 2015 - Present
Lead and perform statutory audit on clients from a wide range of sectors such as fund, law firms, art galleries, education, manufacturing, retail, wholesale, restaurant, etc. Responsible for a portfolio of Japanese clients' management accounts.

- **Statutory accounts preparation**
  - Produce statutory accounts for LTD and LLP in compliance with UK GAAP, FRS 102/105 and FRSSE, using Caseware Accounts/AdvancedAccounts.
  - Prepare corporation tax computation.
  - Carry out SRA Accounts Rules (SAR) fieldwork and complete SAR reports.
  - Provide analysis for clients transiting from old UK GAAP to FRS 102.

- **Statutory audit**
  - Lead audit assignment from planning, fieldwork through to completion.
  - Identify financial & non-financial audit risks and internal control & process deficiencies.
  - Developed random and monetary sampling machine using VBA for audit team, providing robust sampling methodology and saves the team hours of work per assignment.

- **Management accounting**
  - Prepare periodic accounts and report to the management across a range of industries.
  - Review validity of invoices; prepare and file VAT return.
  - Draft and file corporation tax return.
  - Manage internal budget and meet reporting/ filing deadlines for a portfolio of management accounts and VAT clients.

- **Others**
  - Conduct accounting review of group reporting ensuring compliance with UK accounting standards.
  - Assist in DCF valuation, tidy up historical management accounts and prepare forecasts for M&A.
  - Perform due diligence exercise by analysing complex joint venture structures.
  - Lead internal IT infrastructure design and implement.

Financial Controller, Marvelous Europe Ltd, Kent; Sept 2013 - Sept 2015
In charge of finance and data analysis function of the European subsidiary of Marvelous Inc.(株式会社マーベラス), a public listed video game corporate in Japan.

- **Management accounting**
  - Bookkeeping, processing invoices and bills, managing credit controlling, processing foreign exchange transactions, producing payroll, handling expense reimbursement.
  - Process sales data from third party data providers and produce sales analysis and reports.
  - Handle tax issues including filing VAT return, corporation tax returns, P32/P60/P45, individual tax enquiries, correspondence with HMRC. Have successfully resolved several issues with HMRC and prevented employer/employees from overpayment and penalties.

- **Data engineering, analysis & process automation**
  - Built in-house database systems using R language and Excel PowerPivot (BI); Programmed automated data process R scripts with data sources from text files, spreadsheets and API.
  - Programmed a semi-automatic sales performance tracking system monitoring web store using R and Excel; produced sales analysis reporting to senior management using R Markdown.
  - Created word cloud by analysing tweets related to our products on Twitter; programmed a script to identify potential followers and increased firm's Twitter audience by 20% in less than 2 months.
  - Created a fully flexible forecast system with VBA which can produce various reports from project projections to 3-year business plans.

Reference available upon request

LinkedIn: uk.linkedin.com/in/changlongliu/

  o   Propose forecasting models for management's decision making purpose using advanced Excel formulas and functions.
- **Value chain management**
  o   Responsible for sourcing merchandise from Chinese suppliers.
  o   In charge of logistics management including inventories and storage management, liaising with fulfilment services etc.
- **Linguistic skills**
  o   Liaise with parent company; attend meetings with accountants and developers in Japanese.
  o   Localise game projects into simplified and traditional Chinese languages.
  o   Negotiate with potential business partners in Korea and Japan.

Education

- **Kaplan Financials - ACCA course, 2014**
- **Oxford Brookes University — BSc (Hon) in Applied Accounting, 2:1, 2014**
  o   Completed a two-year programme in 1.5 years.
- **Meiji University, School of Commerce — exchange program, 85%, 2011**
  o   Courses include marketing, logistics, public transport and Japanese studies.
- **Dalian University of Foreign Languages — BA in Japanese studies, 87%, 2011**
  o   Course modules cover Japanese language, culture, literature, history, geography, business relationships, etc.

Skills

- **Linguistic**: English (professional proficiency), Japanese (professional proficiency), Mandarin (native);
- **Software**: Sage 50, Caseware Accounts & Audit, Microsoft Office (Outlook, Excel, PowerPivot), Xero;
- **Programming**: Excel VBA, R, Python, JavaScript (basic), HTML (basic)

Certificates

- JLPT (Japanese-Language Proficiency Test) Level 1
- John Hopkins University - Data Science specialisation on Coursera (in-progress)

Awards

- Provincial Government Scholarship; Sasakawa Peace Foundation Scholarship; College Scholarships
- Provincial Outstanding Student Award; Civil Outstanding Student Award
- Civil Outstanding Graduate Award etc.

Reference available upon request

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