



# Individual Report

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## 1 Job Role

### 1.1 Description

As finance manager I was responsible for financial aspects of the company. I was in charge of all the financial deliverable making sure that they are all delivered in time and also assuring that the quality of the work submitted is high. I along with the deputy Finance Manager are accountable for constructing the business plan, Time-sheets, budgeting, marketing strategies, and financial reports at each stage of the project until the final product is presented to the customer.

## 2 Work Carried Out

### 2.1 Deliverables from Metrics

Managing the financial part of the company, supervising deputy finance manager. I adhered to this by keeping weekly meeting with the deputy finance manager to keep on track of the progress being made. Creating a financial schedule for the business to run on. I made sure that the business plan was made also analysing the predicted against actual cost of the company. Sign off time sheets for employees; I completed this task on a fortnightly basis. Providing Business Plans and working closely with the Project Manager for approval, this metric was achieved when the initial business plan was created and then again once the revised business plan was created. Assigning the different tasks within the finance division ensuring quality is of standard, I made sure that each deliverable was checked thoroughly by and then by the project manager before the deadline. Constructing financial reports, all the financial report were delivered on time and of standard.

#### 2.1.1 Business Plan and Revised Business Plan

The initial business plan was created with Zayyad Tagwai and Sam Beedell to analyse the forecast of the expenditure being made in the company in this period. The investor accepted the revised business plan and actual verses predicted cost of labour was analysed.

#### 2.1.2 Financial Report 1

Financial Report one was constructed to show the progress of the all the budgeting being made in the group.

#### 2.1.3 Financial Report 2

Financial Report two was constructed to show the progress of the all the budgeting being made in the group in the next term.

#### 2.1.4 Financial Report 3

Financial Report two was constructed to show the progress of the all the budgeting being made in the group in the summer term.

#### 2.1.5 Financial Summary Report

Financial Report two was constructed to show the overall progress of the all the reports and the progress being made in the group for the whole duration and constructing a profit and loss statement.

#### 2.1.6 Timesheets

Constructed the timesheet template with calculated time and hours for the members to use. Signed off timesheets for each member of the company.

### 2.1.7 Finance Manager Weekly Reports

I have written a weekly overview of the tasks being completed in finance, arising issues and also tasks for the upcoming weeks

### 2.1.8 Cash flow forecast, Profit & Loss Statement and Balance Sheet

Cashflow forecast and balance sheet is in the finance summary excel sheet. The profit and loss statement is within the financial summary report. This is constructed with Sam Beedell to show the progress and the future prediction of progress of the company.

### 2.1.9 Product Pricing Methodology

Product pricing methodology is within the finance excel sheet and was created with Sam Beedell.

### 2.1.9 Contracts

Contracts for the investors and module purchases between the groups were created with Ankita Gangotra and James Oatley.

### 2.1.10 Tender Presentation Financial Section

I constructed slides for the financial aspect of the presentation.

### 2.1.11 Sales Presentation Financial Section

I constructed and also presented slides for the financial aspect of the presentation.

### 2.1.12 QA Manual

I completed the Finance manager's section of the QA manual.

### 2.2.13 Finance and Marketing Speech

I have written the speeches for the marketing and finance sections of the sales presentation. (Documented in Marketing).

## 2.2 Additional Work

### 2.2.1 Tender Presentation

The financial section of tender presentation was completed with Sam Beedell.

### 2.2.2 Sales Presentation

I constructed the marketing and finance section of the presentation. I have written the speech for the marketing and finance.

### 2.2.3 Initial Marketing Survey

Carried out the initial survey with Zayyad Tagwai and analysed the results and producing outcomes for the tender presentation.

### 2.2.4 Final Sales Marketing Survey

Carried out the initial survey with Zayyad Tagwai and analysed the results and producing outcomes for the tender presentation.

### 2.2.5 Executive Business Summary

Completed sections: Competitive advantages, Business models and Financials and produced document with Ankita Gangotra.

2.2.6	FileBrowser Class	With James Oatley
2.2.7	FileBrowser Test Class	With James Oatley
2.2.8	XML Validation Class	With James Oatley
2.2.9	XML Validator Test Class and Testing	With James Oatley
2.2.10	XML Resolution Scaling Class	With James Oatley
2.2.11	XML Resolution Scaling Test Class	With James Oatley
2.2.12	Multiple Guests	With James Oatley
2.2.13	Window and Scene Displaying Bug Fixes	With James Oatley
2.2.14	Slide Background Colour	With James Oatley
2.2.15	Adding Functionality in the Forward and Backward buttons	With James Oatley
2.2.16	XML RecipeScaler	With James Oatley
2.2.17	GUI: Load External Recipe	With Zayyad Tagwai
2.2.18	Creating a main menu	With Roger Tan
2.2.19	Exit to main menu feature	With Roger Tan

### 3 Conclusion

#### 3.1 Self-Critique.

Being in the role of the finance manager I was able to learn how capital is managed within a company and how to budget investment strategically to optimise growth of the business. I would have however liked to learn a bit more of the coding aspect of this project however I can understand that every type of job is allocated within this group and there is also the factor of limited time which can restrict the opportunity or learning. I feel I have improved my coding ability and feel a lot more confident coding in JAVA than I was before even after all the limitations.

#### 3.2 Evaluation of Contribution

Overall I feel that I have completed all aspects of my role very well as well as coding. I have also tried my best to contribute in other aspects such as management and marketing, which are outside of my job role. I would have liked to learn a bit more of how to code but understand the limitation of time. With consideration of every aspect I feel that my contribution to the group has been very satisfactory.