Finance Analyst

Profile

Experienced Finance Analyst seeking for a further step in a career to enhance professional skills in exciting and dynamic workplace. An individual commended for strong and influential interpersonal communication skills. Self-motivated. hardworking and thrives on problem solving challenges. Having gained managerial experience allows me to both successfully lead staff, whilst still actively contributing as a team member.

Skills & Area of **Expertise**

- FinancialForce.com
- SUN accounting system
- CIMA certificate in BA
- CIMA Professional Qualification (Part-qualified)
- Excel
- MS Office Package
- Sage accounts

Beata Vaiciunaite

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Work Experience

October 2017 - Present

Career break—Maternity leave

An extended period of maternity leave to bring up my daughter until she was old enough to start nursery

November 2015 - October 2017

The Rug Company Finance Analyst

Worked as a part of a Finance team within the luxury goods sector, supporting CFO and operational staff by maintaining complex reporting standard through continued improvement of the current processes. Providing analytical perspectives to the important strategic decisions.

- Responsible for the preparation of the monthly board pack information to strict deadlines
- Reporting on the sales performance of all UK, USA, and European Showrooms and Franchise locations
- Production of complex monthly KPI reports using excel for all revenue streams incorporating Sales and Margin, and sales mix analysis
- Responsible for organising and reporting on quarterly stock counts in the UK and all other locations.
- Preparing relevant month end and year end audit schedules

Successfully managed to automate data input process which allows to save on average 5 working days per month. Identified operational inefficiencies and recommended necessary improvements. Streamlined revenue analysis to a more accurate, efficient and automated process.

Languages

- English
- Russian
- Lithuanian
- Polish

June 2014 - October 2015

ITRS Group Limited Financial Accountant

Worked in a newly formed Finance team in a private equity software company, placing a specific emphasis on development of robust processes and controls to ensure the company is compliant with all applicable standards and legislation. Successfully optimised the processes within the cloud-based finance systems.

- Managing the expense software implementation
- Responsible for improvement and automation of the processes as a result of implementation of a new finance system
- Credit Control for Group AR ledger
- Responsible for maintenance of global monthly prepayments, accruals and fixed assets schedules
- Responsible for provision of P&L analytical reports to internal users
- Quarterly preparation and submission of group UK VAT returns & EC sales lists
- Preparation of Group year-end audit files and supporting schedules

Effectively managed the implementation of the cloud-based expense software which allows savings of around £80k per annum. Successful automation of processing of financial inputs which saves on average 2 working days per week.

Ten Lifestyle Management Assistant Accountant

Worked directly with management in the monthly compilation of financial & management accounts. Ensuring they are completed on time detailing all required information accurately and concisely from which financial decisions can be based. Working alongside the development team to ensure the smooth implementation and transfer of sensitive information to a new internal client management system. Acted as a project owner during 12 month roll-out period while successfully managing a range of snags.

- Responsible for the compilation and accuracy of management accounts' preparation for international branches
- Providing comprehensive financial training to front office staff
- Dealing with all aspects of purchase ledger
- All aspects of sales ledger, raising invoices, re-issuing invoices and raising credit notes
- Bank reconciliations
- Receiving and processing all invoices, expense forms and requests for payment

Accomplished in explaining company financial procedures to non-financial staff ensuring they understand all financial processes. Successfully introduced a new travel policy which included implementing new controls and this has resulted in greater efficiency and consistency in travel planning, helping the company become more financially efficient.

Ten Lifestyle Management Lifestyle Manager

Providing professional support for the customers across the world.

- Responsible for event planning and organisation
- Managing urgent requests in a timely manner; handling multiple tasks in a busy environment
- Supporting clients with business/ travel tasks
- Negotiating better terms with suppliers
- Managing members' enquiries, solving problems and dealing with complaints
- Responsible for preparing presentations for internal and external use
- Achieving set targets

Flexible approach and professional manners when interfacing with the customers- resulted in improved feedback of customers.

August 2009 - April 2011

Internacionale Store Supervisor

Initially undertook a role of the part- time sales advisor, promoted to a supervisor

- Managing team of 10 people
- Providing excellent customer service whilst remaining calm and professional in high-pressure situations
- Managing store's operations and administration
- Managing the launch of new promotions in-store
- In charge of HR policy implementation
- Responsible for training of new staff members

Managed to reduce staff turnover by increasing the team morale through balanced task delegation.

August 2008 - July 2009

Assured India Ltd Business Administrator

Managing the marketing campaign for the project launch of the major development in India.

- Responsible for setting up the allotment contracts once the deal is closed
- In charge of promotional events coordination
- Dealing with incoming calls and correspondence in an efficient and professional manner

Implemented mail campaign generated 25% growth in online sign-ups.



★ Education

2006 - 2010

Aston University BSc International Business & Management

4 year sandwich course incorporating placement year in the third year

original and up to date cv at vaiciunaite.co.uk