**JUDITH RUBRA**

07736 834 431(m)

[judithrubra@googlemail.com](mailto:judithrubra@googlemail.com)

Profile

An experienced accounts professional within recruitment and estate agencies, and other service sector industries who has been entrusted with a number of additional functions including Company Secretary, Management and Human Resources. With 15+ years experience at Senior Management level reporting to Board of Directors. I also have been required work with external clients at a senior level.

Key Skills

|  |  |
| --- | --- |
| **Accounts** | **Accounts** |
| * **Statutory Accounts (including preparation of Audit pack for external accountants)** | * **Management Accounts and Reporting** * **(Sage Line 50 and 100)**   **( Sage Line 500)** |
| * **Cash flow management/Budgeting including variance analysis** | * **Payroll (Sage Line 50)**   **(Including yearend returns, P45/6, P11d’s)** |
| * **Invoice Finance/Credit Control** | * **All accounts to Trial Balance (Sage Line 50 & 100)** * **VAT returns and EC sales list** |
| **Corporate** | **Corporate** |
| * **Company Secretary/** * **Bank signatory and credit card holder** | * **Statutory Books** |
| * **On line Filing Companies House** | * **Data Controller for Data Protection Act** |
| **Contracts Administration** | **Contracts Administration** |
| * **Contract generation** | * **Contractor Management** |
| * **Legal Advice (fully conversant with IR35 and employment legislation)** | * **Contract Terms & Conditions Negotiations** |
| **Human Resources** | **Human Resources** |
| * **Employee contracts** | * **Employee Issue resolution** |
| * **Disciplinary procedures and attending Industrial tribunals** | * **Maintaining Employee Files** |

**Career History**

**March 2011 to present Blue Gem Eyewear : Management Accountant**

The role included cash management , Invoice Finance, production of monthly

management accounts using Sage Line 500. Supervision of 2 finance staff and 3 operations staff. Due to restructuring I was made redundant in June 2011

**Oct 2010 – Feb 2011 EMS Research Ltd: Finance Manager**

After being made redundant in October 2005 I accepted the role of Finance Manager for a Market Research Company based in Chiswick W4. The Company was in the process of installing a new Sage Professional Line 50 accounts package, and my role was to ensure that this project was completed and to develop financial reporting and processes. I successfully completed the initial objectives and was able to produce monthly management accounts by the end of 2010

Reasons for wishing to leave: having achieved the initial goals I have come to the conclusion that this role is not fulfilling enough for me as there is not enough scope for further development or career progress. The company has also been sold and is now ultimately owned by the Sony Group

**2005-Oct 2010 NonStop Recruitment Ltd: Company Secretary/Finance & Contracts**

**Administration Manager**

My role here was to manage the entire Finance and Contracts Administration, reporting to the Board of Directors. For the past two years I have also been the Company Secretary and took on additional HR duties, and other operational tasks.

**Main Duties**

**Preparation of monthly management accounts including variance analysis, profit and loss account and Balance Sheet**

**Preparation of Budgets**

**Preparation of accruals and prepayments**

**Balance sheet reconciliations (bank accounts, PAYE, accruals, prepayments)**

**Preparation of annual audit pack for Statutory Accounts**

**Maintain Fixed Asset Register including depreciation calculation**

**Payroll for monthly staff and also weekly temporary staff, including year end procedures, payment of PAYE, and processing of P45/6**

**Staff commission calculations**

**Quarterly VAT Returns and EC sales lists**

**Multi currency invoicing (Euros and Swiss Francs)**

**Cash allocation and Credit Control**

**Payment of Suppliers and Contractors**

**Achievements**

* + - * **Reduced Invoice Finance costs by 50% through negotiations with the bank**
      * **Reduced Insurance costs by 40% by putting business out to tender, also reduced other supplier costs.**
      * **Negotiated with HMRC using “the time to pay” scheme in order to maximise cash flow during difficult economic times**
      * **Created new monthly management accounts package , including graphs, key performance indicators and highlighting current trends**
      * **Managed 60+ contractors working for major Pharmaceutical Companies. Duties include issuing contracts, renewing existing contracts, advising new Contractors, negotiating terms and conditions with clients**
      * **HR functions including issue of employee contracts & maintaining employee files attending disciplinary hearings**

**06/2002-09/2005 Movingspace.com: Company Accountant**

Implemented & maintained computerised Property Management System (Vebra), I also was responsible for the finance function

Preparation of monthly management accounts including variance analysis

Preparation of Budgets, cash flow forecasts

Maintain Fixed Asset Register

Balance sheet reconciliations (bank and control account)

Management of Client Accounting

VAT returns

Payment of rent to landlords and payment to suppliers

Sales invoicing and credit control

Managed annual audit process including all working papers as required

**09/1999-05/2002 Courier Systems: Company Accountant**

Managed team of four, covering all aspects of accounts & administration up to and including annual Audits.

Monitoring of KPI’s and other statistics for major clients.

Reorganized Finance team structure & implemented new financial systems

Reduced debtor days from 60 to 30 days

Monthly management accounts, profit and loss and balance sheet

Weekly payroll for 60+ staff

Annual Audit pack and management of Audit

Maintain Fixed Asset Register

**04/1996-09/1999 C CA Galleries Ltd: Fine Art Publishers, Chief Accountant**

Implemented Sage Line 100 including Sales Order Processing, Stock Modules & trained team members to use it

Managed 2 people, responsible for stock takes, Artist Royalty Payments as well as entire financial function

**1995-1996 Atelier One Ltd: Structural Engineers: Chief Accountant**

**1993-1995 Marie Stopes International: Management Account**

**1992-1993 Payne & Gunter Ltd: Hospitality Caterers**

**1991-1992 Areen Design Ltd**

**Further details and other positions held are available upon request**

**References available upon request**