# **Kirsti Clarke BA, ACMA**

#### Career History:

**Hewlett Packard** (Contractor)

**Statutory Tax Accountant** **Mar 11 – present**

* Quarterly P&L forecasting for operating & holdings companies in order to ascertain the annual current & deferred tax expense (UK and US GAAP).
* Analysing and explaining key variances prior to submission to the Corporate Tax department.
* Preparation of reconciliations of movements in tax balance sheet accounts for submission to the Corporate Tax department.
* Carry out the transition in the tax reporting process to Corporate Head Office for a large trading services entity.

**Genzyme Theraputics Ltd.** (Contractor)

**Business Analyst** **Dec 10 – Mar 11**

* Managing the Business Units P&L’s against forecast, tracking Revenue & OPEX; flagging risks and giving detailed explanation of variances.
* Facilitating the transition of sales reporting onto Business Intelligence system.

**Career Break Oct 10 – Nov 10**

* Bicycle trip in the South West
* Research family history (back to late 1600’s)

**Dixons Retail plc.**

2002 – 2010

**Tax Accountant** **June 07 – Sept 10**

* Managing and updating the compliance process of completing the UK tax returns (for 20 active entities), including calculating tax payments and repayments and managing claims and elections.
* Liasing with a variety of internal departments (e.g. Chain Finance, Group Finance, and Treasury) and tax advisers to ensure accuracy in the compliance process, which demands strong written and verbal communication skills.
* Reviewing the tax position of group companies, incorporating preparation of group tax summaries and considering the optimal use of losses and allowances.
* Tax provisioning work for statutory accounts of UK companies, including preparing and reviewing UK GAAP tax disclosures.
* Liasing with tax authorities on prior year enquiry resolution, e.g. substantiating tax treatment of UK property provisions and amending double tax relief claims.
* Year-end planning and reporting for the group, including calculation of the group tax charge and providing input into statutory accounts presentation. This included consideration of deferred tax implications of IFRS adjustments in the group accounts, in particular the treatment of leases under IAS 17 and hedging transactions under IAS 39.
* Responsible for collating and filing the PAYE settlement agreement and acting as point of contact for group HR on ad hoc employee tax issues. Through my communication of spend trends, the company was able to reduce taxable spend in 2009/10 by over £1m, saving over £500k on income tax and National Insurance.
* Consideration of EU matters relevant to an international group, including Controlled Foreign Company compliance, cross-border loss relief, transfer pricing and the taxation of foreign profits.

**Currys (shared service) Finance Manager** **Nov 06 – May 07**

* Developed and exercised financial control of the UK online businesses for Dixons Retail plc. (annual revenue of £290m.)
* Managed the performance and development of two finance analysts.
* Reviewed the cost drivers of the online business and revised the methods of collecting financial data to better support the decision making process.

**Home Delivery Finance Manager** **Jul 05 – Nov 06**

* Responsible for financial control of the cost accounts for the 17 home delivery distribution sites (over £60 million in cost and £30m revenue).
* Involved preparation and analysis of management accounts as well as communication and presentation to senior management.
* Designed and implemented a new detailed budget model, to assist ownership and promote awareness of cost drivers and facilitate KPI analysis against actual spend.
* Improved cost control through revision of standard reports and improved communication with site managers (including regular site visits).
* Provided balance sheet reconciliations by cost centre and managed centrally controlled accruals, with periodic exposures reported to Finance Director.
* Preparation of statutory financial accounts for the distribution statutory entity within Dixons Retail plc.

**Finance graduate scheme** **Sept 02 – June 05**

* Accurate daily production of the sales and margin reports of the group for the chairman and senior management.
* Organised the timetable of 9 finance analysts to produce the group’s daily sales and margin report for the chairman and senior management that showed variance to budget, forecast and prior year.
* Presented financial data weekly to chains and operations.
* Analysed and interpreted weekly and periodic sales variance reports, which were distributed to senior management.
* Collated forecasted sales and margin data through co-ordination of over 15 category marketing teams. Periodic reviews with trading directors to challenge and agree forecasts.
* Assisted in preparing and interpreting management accounts for the international group on a monthly basis.
* Responsible for reconciling the marketing and advertising spend for the online businesses.

2000 – 2001 **The Rank Group** – holiday division

A year in industry as part of my degree, working in various finance functions and HR systems

#### Education:

2008 – 2011 **CTA** – Passed exams July 2011

2007 – 2008 **ATT** – Passed exams July 2008 *(first time pass)*

2002 – 2005 **CIMA –** Qualified March 2005 *(first time pass)*

1998 – 2002 **BA (Hons) Business Studies: 2:1**

*University of Hertfordshire (Award for best performance in Finance*)

1991 – 1998 **4 ‘A’ Levels** **9 GCSEs grade A-C**

###### Head Girl

# **Computer Skills**

Advanced skills on packages **Excel** (to macro), **PowerPoint** (presentation), **Business Objects** and **Word.** Use of systems such as **Lawson, SAP, Abacus, Alphatax, QlikView** and **PeopleSoft**.

# **References on request.**