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**Link to shorter two page CV here:** [**https://nickneouk.github.io/NickNeoCV2025/**](https://nickneouk.github.io/NickNeoCV2025/)

# Nick Neo Details

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# Summary

With over 25 years of diverse finance experience, I bring a unique blend of expertise in finance systems projects, business analysis, and financial modelling, coupled with a strong background in both private and public sectors.

My journey as an ACCA exam-qualified accountant has taken me through a range of roles where I've had the privilege of working with innovative technologies such as Cloud computing/SaaS platforms like Dynamics D365 F&O/ Business Central/NAV, Unit4 Agresso, Workday, Infor, and Oracle. This experience has equipped me with the ability to thrive in Agile project environments and contribute effectively to complex financial projects.

One of my key strengths lies in my ability to bridge the gap between finance and technology, translating intricate financial concepts into practical solutions. I have successfully implemented and managed finance systems upgrades, streamlining processes, and optimizing financial controls. Additionally, I have a keen understanding of various accounting frameworks, including IFRS, UK/US GAAP, and FRS102, ensuring compliance and sound financial reporting.

Moreover, I have a proven track record of collaborating with stakeholders at all levels, facilitating training programs, and driving organizational change. My passion for continual improvement aligns perfectly with my dedication to implementing effective and efficient quality processes that align with organizational objectives. My diverse background, coupled with my relentless pursuit of excellence has always proved useful at effecting change in the right direction!

# Experience – within last 5 years

# Finance Systems Consultant (Dynamics Business Central/PowerBi/SalesForce)

Algeco UK – Modulaire Group · Remote Contract

Oct 2024 – Mar2025 · (6 months)

* Provided comprehensive 1st and 2nd line support for Azure DevOps BC tickets, efficiently, resolving issues, and addressing user queries.
* Conducted in-depth analysis of Dynamics BC to identify inefficiencies and recommend enhancements.
* Recommend integrated solutions for Dynamics BC with InspHire, Salesforce, JobWatch, and PowerBi to streamline data flow and improve cross-functional collaboration.
* Enhanced Financial Reporting: Developed and implemented advanced financial reporting tools within Dynamics BC, providing senior management with real-time insights and accurate financial data - inventory, consumption, fixed assets, general ledger, purchase/sales ledger.
* Design and implementation of customized solutions within Dynamics BC to meet specific business needs, enhancing functionality and user experience.
* Troubleshooting and Issue Resolution: Quickly identified and resolved system issues, minimizing downtime and maintaining smooth operations.
* Project Management. Lead the finance aspects of multiple improvement programmes - Warehousing, distribution and manufacturing setup including MRP uat, data cleansing, Item code setup and process redesign, production order process, physical inventory journals and item journal processing and Purchase Order cleansing.
* Close Collaboration with multiple stakeholders and cross-functional teams, including finance, operations, and IT, to ensure seamless system integration and optimal performance.
* Provided training (Stock-Take and Consumption, MRP, Dimension codes, Bin/SKU setup) and support to end-users, increasing user adoption and proficiency with Dynamics BC.
* Set up and tested workflow user groups, custom permission sets, approval flows, responsibility centres, locations, inventory, and purchase/sales orders, multi level assembly BOMS and more.

# Finance Systems Business Analyst (Dynamics Business Central/PowerBi)

* North Sea Transition Authority · Remote Contract

Jun 2024 - Present · (3 months)

* Optimized System Performance: Diagnosed and resolved configuration issues within Dynamics, enhancing system efficiency and reliability.
* Automated Financial Processes: Streamlined the levy interest payment process by implementing automation, significantly reducing manual workload and improving accuracy.
* Optimized System Performance: Diagnosed and resolved configuration issues within Dynamics, enhancing system efficiency and reliability.
* Automated Financial Processes: Streamlined the levy interest payment process by implementing automation, significantly reducing manual workload and improving accuracy.
* Workflow Development & Testing: Designed and tested workflow templates for the Procure-to-Pay (P2P) project, ensuring seamless process automation and integration.
* Business Requirements Analysis: Collaborated with the finance team to gather and document requirements, translating business needs into technical specifications for system enhancements.
* Power BI Integration: Integrated Power BI reports and dashboards with Dynamics BC, improving data visualization and providing actionable insights for decision-making.
* Issue Management & Resolution: Led issue management and tracking efforts, ensuring timely resolution of system issues and maintaining project timelines.
* Financial Audit Reporting: Prepared and analyzed monthly Financial Audit Control Reports, ensuring accuracy and compliance with internal and external audit standards.
* Expense Management Tool Implementation: Managed the Continia Expense Claim tool project UAT phase and ensuring alignment with organizational policies.
* System Testing & Data Cleansing: Conducted rigorous system testing in Sandbox/UAT environments, including project code validation and data cleansing, to ensure error-free deployment of system enhancements.
* Training & Knowledge Transfer: Developed comprehensive training documentation and facilitated handover to permanent staff, ensuring continuity and smooth operation post-project.

# Finance Systems Consultant (Cloud Financials)

**** The Electoral Commission

May 2023 - Present (1 Year)

* Managed the design and project implementation of the new Fixed Asset and Accounts Receivable (AR) modules.
* Provided tier 1 and tier 2 support, diagnosing and resolving issues in the Advanced Cloud Financials Live environment, serving as the primary support contact for implementation partners.
* Reviewed and assessed the capabilities of the Jaspersoft reporting tool, making recommendations for enhancements and automation using Excel VBA reports and scheduled email distributions.
* Evaluated the adequacy of IFRS16 accounting practices.
* Designed and enhanced reports, testing report automation.
* Assisted with year-end processes and audits.
* Collaborated with Advanced CF on issue tracking and managed more complex issues using their case management system.
* Translated end-user needs into system requirements.
* Conducted ongoing testing and maintenance for new features released by Advanced.
* Assisted with internal data audits, including general system housekeeping and maintenance.
* Facilitated training and knowledge sharing for users on topics such as the fixed asset module, journal processes, system configuration, and more.
* Developed reports and dashboards for end users and subject matter experts (SMEs), including transaction reports, project monitoring dashboards, and Gantt charts.
* Ensured Information Security and Data Protection risks were managed, paying particular attention to employee and company confidential data by setting adequate user permissions and security groups.
* Maintained master data, including Chart of Accounts (COA), user profiles, customers, and suppliers.
* Configured system enhancements, workflows, and business process changes to align with business needs.
* Provided best-practice guidance to the Advanced user group.

# Finance Lead/Project Manager - (Oracle Fusion)

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Brent Council

Dec 2022 - Jun 2023 (7 months)

* Orchestrated the development of Dynamic Debt Pivot Report Dashboards in Excel to enhance financial data visualization and decision-making.
* Conducted an in-depth review of current PowerBi Reporting, offering strategic recommendations for optimization and improved data insights.
* Led the documentation of "As-Is" and "To-Be" business process maps for the Direct Debit workflow, facilitating process efficiency enhancements.
* Evaluated the effectiveness and precision of Oracle Fusion OTBI and BIP reports, ensuring data integrity and accuracy.
* Streamlined and automated the Sales Invoicing process, resulting in significant operational efficiencies and reduced manual efforts.
* Spearheaded the creation of comprehensive process guides and provided training on OTBI Accounts Receivable Lifecycle Reports, empowering teams with data-driven insights.
* Designed and maintained various Project tracking tools including RAID, RACI, Gantt Chart, and Risk logs to ensure effective project management and risk mitigation.
* Implemented and managed tasks in SharkTower, enhancing task management and project coordination.
* Successfully Project Managed the Capita Direct Debit Project and other smaller projects, ensuring on-time delivery and alignment with organizational goals.
* Leveraged financial statistics to support channel shifting recommendations, driving strategic decision-making.
* Proficiently utilized SAP Business Objects reporting and conducted data cleansing of Client Index reports to ensure data accuracy and compliance.
* Played a pivotal role in identifying and resolving journal template mapping issues, ensuring data consistency and integrity.
* Stakeholder management fostering strong relationships and collaboration across teams and departments.

# Finance and Business Systems Analyst (Dynamics F&O/NAV)

****

BES Group

Oct 2022 - Nov 2022 (2 months)

* Designed/reviewed/managed UAT for Dynamics F&SCM, including Purchase Ledger, Sales Ledger, Fixed Assets, General Ledger, Procurement & Sourcing, Project Management, Cash & Banking, Human Resources, and System Administration modules.
* Developed Task Recorder Process Guides for streamlined operational procedures.
* Proficient in Azure DevOps, User Stories, and Requirement Gathering to ensure effective project management.
* Provided expert guidance on the use of RSAT and LCS for functional customizations, enhancing system efficiency.
* Evaluated the advantages of RapidValue BPM and process maps to optimize workflow and operations.
* Collaborated in designing approval workflows for enhanced efficiency.
* Conducted thorough Business Process Mapping to streamline operations.
* Stakeholder management
* Regularly attended daily stand-up meetings to ensure effective communication and project coordination.
* Worked closely with Implementation Partners to identify and resolve issues for a seamless project execution.
* Successfully managed data migration and configuration of module parameters during SIT (system integration testing), ensuring system reliability and accuracy.

# Finance Specialist - (Dynamics D365 F&O)

****

AMS

Sep 2022 - Oct 2022 (2 months)

* Identified D365 F&O functional solutions to enhance GL journal and bank reconciliation processing.
* Proposed strategies to expedite the month-end process for increased efficiency.
* Recognized the need for new Non-Deductible Sales Tax and tolerance thresholds to resolve invoice matching challenges.
* Provided expert advice on optimizing system module configurations by adjusting tolerance thresholds.
* Designed and implemented new Document Templates using "Open in Excel" to streamline processes, while evaluating additional system capabilities and their impact.
* Presented alternative options to enhance complex bank reconciliation processes, including Advanced bank reconciliation matching rules, journal process adjustments, new entity creation, or utilization of data management tools.
* Prepared comprehensive business cases for proposed improvements.
* Conducted testing of standard reports (Cash flow, Bank balances) in Report Designer and assessed their effectiveness.
* Advised on simplifying Cash flow reporting using Excel Pivots, PowerBI DAX, and OData feeds, including BYOD reports.
* Demonstrated proficiency in Azure DevOps Tasks & User Stories for efficient project management and task tracking.

# Finance Systems Project Manager (Dynamics NAV/ 365 Business Central/ JET Reporting)

****

Bally’s Corporation

Sep 2021 - Oct 2022 (1 year 2 months)

* Led Finance Transformation & Programme Management, driving strategic initiatives to optimize financial operations.
* Conducted meticulous Dynamics NAV/365 BC Configuration & Testing, including Payment files, VAT, Fixed Assets, and General Posting setups, ensuring precision in financial processes.
* Preparing comprehensive business cases, project planning, progress tracking, meticulous testing, thorough training, and post-go-live hypercare support to ensure seamless transitions.
* Led and managed the technical finance Integration of 9 global entities from legacy systems (XERO, Sage X3, QuickBooks) into NAV, encompassing AP, AR, Fixed Assets, and GL functions.
* Innovated by creating JET multi-dimensional transaction reports and Excel Pivots, enabling the generation of new KPIs for the Integration Task Tracker, enhancing data-driven decision-making.
* Collaborated closely with business heads and stakeholders, ensuring the successful integration of newly acquired subsidiaries into Dynamics, fostering operational cohesion.
* Oversaw the management of Chart of Accounts (COA) and Global dimensions across multiple entities, ensuring consistency and alignment with organizational objectives.
* Designed and executed User Acceptance Testing (UAT) for Medius, managed the upgrade to BC, and handled Kofax ReadSoft AP integration, optimizing workflow efficiency.
* Proficiently configured Exflow Template Rules and managed Approval Groups, streamlining the Accounts Payable process.
* Conducted comprehensive Business Analysis for the P2P Medius Project, utilizing Visio process mapping to document current processes and controls within the Finance Division.
* Managed configuration package RapidStart data exports/imports across 17 entities, including vendor template rules and approval groups across eight business dimensions.
* Ensured compliance with SOX controls and conducted rigorous compliance audits, demonstrating commitment to financial governance and risk management.

# Systems Accountant / Project Manager (Infor SunSystems/ Salesforce)

Independent Age



Oct 2020 - Oct 2021 (1 year 1 month)

* Sequel Server Management Studio (SSMS) report design, specializing in spend analysis reports through related table join queries.
* Managed accounting system structures, interfaces, and connected applications for seamless financial operations.
* Conducted performance reviews of financial systems, identifying and resolving system performance issues.
* Maintained the Fixed Asset Register.
* Presented Business Cases and provided project management, testing, and implementation support for new finance system applications, including P2P systems and Making Tax Digital compliance.
* Conducted training and offered support to finance team members to enhance their efficiency in using financial systems.
* esigned, redesigned, maintained, and automated financial reports using Excel VBA macros, supporting monthly management accounts, budgeting, reforecasting, and other reporting obligations.
* Managed Sun entities in live and test environments to maintain system reliability.
* Oversaw the upload of yearly and reforecast budgets to ensure financial accuracy.
* Ensured compliance and adherence to processes, promoting good governance.
* Expertly integrated SalesForce CRM through Transfer Desk csv file transformation design.
* Demonstrated strong Business Analysis skills and contributed to Q&A Report Building.

# Financial Planning Systems Accountant / Project Lead (Oracle EBS / Collaborative Planning)

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London Borough of Hillingdon

Oct 2019 - Sep 2020 (1 year)

* Oracle EBS administration/ configuration & report writing
* Project Lead Collaborative Planning System Upgrade.
* Design and maintenance of Gantt & Milestone Charts
* Data migration for 'go-live'
* Working closely with ICT and FBPs to investigate potential process improvements.
* Civica Drilldown Testing
* MDX Queries for dashboard deployments
* Budget Cycle Roll Forwards

# Assignments Pre 2019

**Finance Systems Consultant (Dynamics 365 Finance & Operations/ NetSuite Financials/OpenAccounts)**

Multiple Projects

Nov 2018 - Oct 2019 (1 year)

* Brunswick Group (Dynamics 365 FO)
* Multi- Entity Fixed Asset Accounting and Testing across 32 entities - RSAT (Regression Suite Automation Testing), Azure devops tasks, schedules and stories.
* Global Group Entity Fixed Asset Accounting for: Depreciation/Transfers/Additions/Reclassification/ Splits/Scrap/Disposals
* Set up depreciation profiles, books, value models and create/ define Fixed Assets.
* Provide user training to finance team.
* FA Group/Book/Posting Profile setups
* GL journals/ vouchers adjusting journals.
* Main/Offset Account code setups
* Update the Global UAT & Regional UAT Plan
* Coordinate/monitor /execute UAT tasks.
* Write new test scripts for AP/AR/Management Accounts and Treasury
* Excel dynamic dashboard with index match formulas, dynamic map charts and VBA.
* GAP analysis using excel pivots.
* Purchase Order process
* AP/AR Invoices --receipts/matching
* System Administration & Configuration
* Security & Roles - Redesign & Publish
* LCS Task Recorder – write training documents
* Project Resource Cost/Price data migration
* Data Management extraction, transform & load/publish
* Business Partnering/Jet reporting/Qlik/PowerBI and API processes.
* Online Remote working (Netsuite):
* Bank reconciliation
* Fixed Asset data migration
* Setup & configuration
* AP/AR module
* Roles & Security
* Analytics & Reporting
* Dashboard customisation
* Parkinsons UK (OpenAccounts/ Finance Central)
* Finance Systems maintenance & testing
* V1 (Version One) Profile setup & Installation and API processes.
* Report writing (linked tables)
* ODBC/Open Report queries
* Azure services UAT
* Sage X3 Financials:
* Payments
* Budgets
* Fixed Assets
* Project Accounting
* Financial Reporting

**Finance Systems Consultant (Dynamics Nav)**

**Ann Summers**

Jun 2018 - Dec 2018 (7 months)

Transformation, Microsoft Dynamics NAV 2016 ERP, Office 365, Continia, Business Central, Oracle EBS R12i EBS, ERP Clou

d, API, OCR, Azure Devops, Oracle Database, Process Mapping, Jet reports,Training Manuals. Excel VBA Macros

* Aiding and developing all aspects of the use of the finance systems - including accounts payable, accounts receivable, inventory, fixed assets and general ledger accounting, CRM and BI reporting, SSRS, Visual Studio.
* Continia Document Capture (OCR) Training and Template Building including Vendor
* Attend daily project meetings
* Dynamics Navision End User Training
* Workflow AP/AR Cash Management Testing and Process Mapping
* Process Refinement and Process Mapping End-to-End
* Retail Warehousing, Ship and Pick process integration including Returns and Rework.
* UAT and other adhoc testing -Barcode scanning, EPOS, Ship & Pick.
* User Roles and Permissions setups, testing approval workflows and resolving errors.
* Facilitate the rollout of NAV and troubleshooting of user issues.
* Solution Design, GAP & Needs analysis, user dashboard and page customisations.
* Automation of Amazon Settlement Bill process using VBA Macro programming.
* Jet Report design and Business Partnering
* Data migration using configuration packages

**Group Finance Reporting & Systems Analyst (Infor CloudSuite Financials ERP)** Arcadia Group Ltd



Jun 2018 - Dec 2018 (7 months)

d/EPM, Office Plus, JD Edwards, SAP4 HANA, Application Studio, ERP Transformation, OLAP Cube Report Building, PowerBi.

* Design report mapping templates using Excel (sumifs, index match, vlookups).
* Implement the TOM changes during transition to new journal posting process.
* Apply fixes to excel journal upload template and refine with data validation rules using VBA Macros. ActiveX controls.
* System readiness testing - liase with Infor system suppliers to resolve setup and configuration issues in test environment.
* Create Reporting Workstream presentation slides for Finance Leadership Meeting and regular update of the Project Risk Register.
* Redesign and Maintain Report Tracker and create KPIs
* Test and critique proposed staff expense process
* Maintain Report Specification Documents for final Sign-off
* Advise on ways of improving the reporting and analysis for Branch P&L, Balance Sheet, Commission and Franchise Income, Cashflow, Non Controllable Costs etc
* Working closely with stakeholders to develop executive reporting dashboards
* Updating RAID logs and Management
* KPI Dashboards
* Business Partnering to create a value adding suite of analysis for the business
* Maximising the capabilities of accounts package for the business.
* Attend daily finFor transformation project meetings.

**ERP Systems Accountant (Dynamics CRM Power Automate Infor Access Dimensions, Crystal Reports)**

****

International Institute for Environment and Development (IIED)

Mar 2018 - Jul 2018 (5 months)

aCloud, ERP/Focalpoint, Microsoft Dynamics 365, InXL, Dynamics CRM, OLAP Hypercubes, SQL, AOI, multi-currency exchange rate configurations, FRS102, SSMS, SSRS, SSIS, Excel Macro VBA Script, Dynamics CRM, Access Dimensions, Office 365, Access Workflow Form Designer Power Automate.

* Month-end accounting; including creation of monthly reports required by management.
* Configure, customise, troubleshoot, report, and manage Dynamics 365 CRM
* Design, develop, manage, monitor and report on system administration activities.
* Aiding and developing all aspects of the use of the finance systems and bolt on applications- including accounts payable, accounts receivable, inventory, fixed assets and general ledger accounting, dynamics CRM and BI reporting
* Recommend improvements to the ERP system.
* Resolve issues and queries independently; provide advice and recommend alternative courses of action including escalation.
* Maximise service quality, efficiency and continuity through delivering a range of support tasks, bug fixing, advising and assisting colleagues on specific operational and technical matters.
* Provide training, such as journal uploads, template set ups, account and user profile configurations.
* Arrange and support internal workshops, collate and record relevant information and documentation and gather feedback from participants for improvement.
* Develop Financial reports for project management teams (P&L, Balance Sheet, and Income & Expense) using SQL queries, SSRS, SSMS, and Crystal Reports.
* User specific reporting using slicing/ dicing OLAP Cubes in both Crystal and Excel.Perform detailed manipulation, analysis and evaluation of specialised information.
* Manage relationships and communications with internal service users, IT and third party suppliers.
* Participate in and lead group and cross-organisational activities.
* Foreign Currency set up/maintenance and reporting.
* Microsoft Flow

**Systems Accountant (Open Accounts /eBis/ Power BI)**

****

The Nursing and Midwifery Council

Nov 2017 - May 2018 (7 months)

Business Analysis, eBIS , System Testing, Monthly KPIs, Journal Auditing, Executive Desktop Reporting, Report Query, OpenPay, OpenAccounts, Albany ePay, OCR, COA, Critical Path Analysis, Process Improvement, PowerBi, Advanced Excel, FRS, Data Governance, UAT, API Integrations, SSIS

Invited back to:

* Lead and manage improvement projects requiring system reconfigurations
* Manage the finance systems OpenAccounts, eBIS, Albany ePAY and maintain journal doc types/ GL/ Cost Codes interfaces/templates and user profiles.
* Write new table query reports in EDR and Open Reporting OA modules and develop new approval matrix and electronic signature reference report.
* Deliver ongoing improvements to finance systems making efficiencies, whilst maintaining internal controls and quality MI.
* Maintain and monitor compliance with financial regulations, policies and procedures.
* Regular audit and maintenance of system changes, coding structures, hierarchies and user profiles.
* Manage the establishment of effective finance system usage to ensure optimal exploitation to deliver robust internal control through reviewing and improving workflow approval paths and PO system form fields/routing logic
* Perform UAT system testing.
* Reviewing and appraising proposed changes to Financial Regulations with regard to system capability and impact.
* Manage the ongoing review of finance processes and practices throughout the NMC to ensure the maintenance of robust internal control over all receipts and payments, and ensure the implementation of any identified improvements.
* Support the reporting and analysis of the NMC balance sheet and cashflow position, to deliver effective and timely management information.
* Support training programmes and provide system guidance to resolve issues.
* Configure financial calendar and assist with Year End tasks.

**ERP Finance Systems Specialist (Workday Financials Cloud ERP/ Oracle/ Hyperion)**

****

Activision Blizzard

Mar 2017 - Oct 2017 (8 months)

Workday, Data Migration, Staging tables & parsing, Cloud ERP, Jira, ALM, Smart View, Salesforce, Oracle R12, Oracle Fusion, TM1, Essbase, P2P, R2R, O2C, I2P, SOX controls, OLAP Cubes, Sharepoint, Office 365, BPR, Senior level presentations, Data Cleansing/Enhancement, ETL, System administration, Cutover, Go Live, US GAAP, IFRS, Concur, Desktop Readiness Testing, Finance Transformation, Agile methodologies.

* Project Apollo – responsible for migration of AP invoices and Purchase Orders from Workday to Oracle R12 - Data extractions, quality enhancement, validation and reconciliation.
* Application Lifecycle Management (ALM) – performing test runs, recording defects and following up for resolution.
* Attend daily project meetings, weekly senior level meetings and presenting reports for final CFO signoff.
* Testing and implementing configuration changes and routine BAU system maintenance including user profiles security access permissions whilst adhering to SOX.
* Triaging, Monitoring and tracking of support tickets and deliverables using appropriate tools. Ensuring fast and structured resolution of incidents and queries including management of Jira tickets relating to North American, European and Asian entities.
* Coordinate Desktop Readiness testing.
* Extensive use of advanced excel pivot tables, vlookup, sumif and other data cleansing formulas etc.
* Maintain and create system custom business processes and interface templates.
* Create and maintain cost centre/ledger/spend category account hierarchies and company reorganisations.
* Maintain and create custom validation rules, calculated fields and csv files.
* Data Quality Management
* Finance report design and generation.
* Cutover.
* Foreign Currency set up/maintenance and reporting
* Data profiling and data cleansing ETL

**Finance Systems Consultant (OpenAccounts, eBIS /Power BI)**

****

The Nursing and Midwifery Council

Sep 2016 - Mar 2017 (7 months)

Business Analysis, eBIS , Application Lifecycle Management, OpenAccounts, PowerBi, Albany ePay, Advanced Computer Solutions, Critical Business Process Analysis, System Upgrade, Process Improvement, SQL, Senior level meetings

* Manage the finance systems OpenAccounts, eBIS, Albany ePAY and maintain journal doc types/ GL/ Cost Codes interfaces/templates and user profiles.
* Lead and manage improvement projects requiring system reconfiguration.
* Write new table query reports in EDR and Open Reporting OA modules, develop new approval matrix and electronic signature reference report.
* Deliver ongoing improvements to finance systems making efficiencies, develop robust internal controls and quality management information.
* Maintain and monitor compliance with financial regulations, policies and procedures and taking corrective action where necessary.
* Regular audit and maintenance of system changes, coding structures, approval hierarchies and user profiles.
* Manage the establishment of effective finance system usage to ensure optimal exploitation to deliver robust internal control through reviewing and improving workflow approval paths and PO system form fields/routing logic
* Perform UAT system testing.
* Reviewing and appraising proposed changes to Financial Regulations with regard to system capability and impact.
* Manage the ongoing review of finance processes and practices throughout the NMC to ensure the maintenance of robust internal control over all receipts and payments, and ensure the implementation of any identified improvements.
* Support the annual audit process.
* Support the reporting and analysis of the NMC balance sheet and cashflow position, to deliver effective and timely MI.
* Support training programmes and provide system guidance to resolve issues.

**Systems Accountant (Unit4 Agresso/SunSystems/ iPOS)**

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Shelter UK

Jun 2016 - Oct 2016 (5 months)

Sun 6, Infor 10, iPOS, XML, SunSystems, Office 365, Business Analysis, Chart of Accounts, FRS102, Dynamics CRM, SharePoint, Office 365, Jet Reports.

* Maintain and update the invoice/requisition authorisation matrix.
* Provide iPOS training to users via Skype, and in person.
* Ensure XML codes amended according to schema to allow successful submission of Legal Aid Agency time bills.
* Ensure procedures for users/systems changes are documented and kept up to date.
* Streamline the quarterly forecast reporting using Excel VBA Macro (creating coding which loops though folders and subfolders and automates the extraction of relevant data into a master file).
* Attend weekly transformation meetings and provide advice on technical matters.
* Maintain coding structure within iPOS and Sun.
* Business partnering with Finance analyst, Business analyst and Financial controller to deliver improvements.
* Maintain Sun6 infrastructure including setting journal posting rule sets and environments.
* Ensure procedures for users/systems changes are documented and kept up to date.
* Ensure finance system security and integrity is maintained at all times ensuring accounting postings & balances reflect source systems
* Resolve systems related problems, within the finance department and for system users across the organisation.
* To control leavers and joiners to the finance system, and to maintain the users permissions matrix

**Research Awards Finance Manager (Acess & Aptos)**

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The London School of Economics and Political Science (LSE)

Apr 2016 - Jul 2016 (4 months)

Aptos Accounts, RGN, Access, P&L, Balance Sheet, EU Grant Accounting, Financial Report design/ generation, COA, Process Improvement

* Liaise with members of the Pre Award Team to negotiate new contracts.
* Enter full contract and financial details on to (Microsoft Access) including contractual reporting requirements and detailed budgetary information.
* Approve grant expenditure, ensuring it is within the project budget and in accordance with specific sponsor requirements and LSE financial regulations.
* Approve research-funded staff appointments and payroll claims, ensuring that they comply with employment/tax legislation and internal policies.
* Produce financial/cost statements to funding agencies in accordance with contractual requirements and deadlines.
* Reconciliation of statements to the research project account.
* Monitor and analyse income, expenditure and overhead figures on a project by project basis. Providing budgetary and forecast information as required to enable budget holders to make informed decisions.
* Investigating financial, transaction and budgetary issues as they arise and taking remedial action.
* Liaise and communicate with a variety of stakeholders (sponsor, investigators and administrative colleagues in other departments and divisions) on all aspects of post administration. Acting as intermediary between the different stakeholders as necessary
* Supporting the Research Accountant during the preparation of period and year end and processing full economic costing and payroll adjustments.

**Finance Systems Transformation Consultant (PeopleSoft)**

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Time Inc. UK

Dec 2015 - Apr 2016 (5 months)

Peoplesoft ERP, Business Analysis, Visio Process Mapping, XML, SOX controls, Senior level presentations. R2R, O2C, I2P, Crystal Reports, UK GAAP, US GAAP, Concur, Cut-Over

* Attend all project meetings & provide weekly formal updates to the finance management group.
* Establish and create process mapping (Visio) documentation for the pilot go live, the transition and final phase (detailed descriptions of "As Is" and "To Be" processes and assessing the impact of new process)
* Establish financial and audit controls required in the new PO system, PeopleSoft AP and document procedures. Ensure SOX compliance is achieved
* Advise PeopleSoft project team on feasibility and achieveability of proposed process design wrt functionality and potential conflict with UK GAAP
* Month-end accounting; including creation of monthly reports required by management, monitoring system behaviour and key posting processes and handling other global accounting transactions
* Create detailed test plans from PO input through to AP outputs on Visio.
* Create test scripts, test data, test the interface process and all new development in AP
* Oversee UAT & go live rollout to AP

**Financial Systems Accountant (SunSystems, iPOS/ Unit4 Agresso)** British Heart Foundation



Aug 2014 - Dec 2015 (1 year 5 months)

Sun 6, Sun 4, Infor 10, Q&A, iPOS, Sharepoint, Albany ePAY, System Transition, DB Capture SunSystems, Optical Character Recognition OCR software template building. FRS102, SharePoint, Office 365, Jet Reports, Cutover

* Design/develop group financial controls.
* Checking and authorising weekly payment runs in excess of £1m.
* Reconciliation of the Main Retail and Non Retail bank accounts.
* Providing support during the transformation management programme post go-live.
* Extensive use Excel pivot tables/H-lookups/Vlookups and Sumif formulas.
* SunSystems 6, Sun 4, Infor 10, Q&A Vision and iPOS - reporting journal entries.
* Providing advice on resolving various finance issues during system implementation.
* Providing statistical analysis of the AP process post migration.
* Balance sheet reconciliations (pre and post migration).
* Providing support and guidance regarding AP processes and procedures.

**Management Accountant (Oracle)**

Jan 2014 - Jul 2014 (7 months)

Oracle. Monthly, Quarterly Reporting, Year End Close. Oracle EBS 11, Oracle Reports 6i/9i, Oracle R12i

* Preparation of month end management accounts.
* Lead on and manage the year end process
* Contribution to the improvement of the budgetary and forecasting process
* Setting and designing new Annual Budgets for Staff Salaries.
* Budget forecast/ YTD and Annual variance analysis
* Analysis of Revenue stream income according to SORs.
* Financial stress testing of bidding companies (ratio analysis)
* Cost Projections and Outturn forecasting (monthly/annual)
* Provide interpretations based on trends and business cost drivers
* Managing the Property Services year end accruals process.
* Assisting the planning and implementation of new cost control systems relating to agency staff/payroll and material costs
* Internal recharges and accounting journals.
* Maintenance of general ledger.
* Assisting with Income and cost reconciliations and redesigning excel pivot tables and v-lookups for more efficient reporting outputs
* Attending director/senior level management meetings and providing input on operational, tactical and strategic objectives.

**Finance Systems Accountant (Open Accounts, eBis. SAP)**

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Royal College of Nursing - Company

Aug 2013 - Nov 2013 (4 months)

eBis, Open Accounts, Executive Desktop Reports, End User Training, Process, SSRS, Report Mapping, Writing User Guides/Manuals

* Responsible for the maintenance, development and administration of the Finance systems by ensuring maximum data integrity and the provision of management information whilst maintaining a close relationship between the Finance(Open Accounts & Ebis) and Information Systems (IS) department.
* Develop and maintain chart of accounts including overall organizational structure, different entity structures (charity and company), hierarchies and valid account code relationships.
* Responsibility for design and maintenance of user profiles, workflow, menu setup and system security.
* Analyze queries and concerns generated by system users and propose and implement effective solutions.
* Develop and maintain detailed system guidance and procedure notes.
* Development and maintenance of routine reports for Finance department including management accounts, fund accounts, quarterly forecasts and budget reports.
* Develop and maintain ad-hoc reports for management information in conjunction with Business accounts, Financial accounts, Board Business Managers and other key stakeholders.
* Responsible for running balance sheet, cash flow, trial balance and other reports as required.
* Develop and maintain reporting structures and hierarchies in partnership with the Business Accounts team and users.

**Tri-Borough Systems Project Accountant (Agresso Unit4BW)**

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Royal Borough of Kensington and Chelsea

Jan 2013 - Aug 2013 (8 months)

Financial Modelling, Assurance, Investment Appraisal, COA Mapping, Agresso Unit4 Business World, , ArcReports, JD Edwards, SQL, Forecasting, Scenario Analysis, Data Migration, System Implementation, Subject Matter Expert. IFRS, FRS, UK GAAP

* Assisting with transfer of business to Employee Led Mutual Business Transfer Agreement.
* End-to-end implementation of U4BW on various projects.
* Corporate Recharges.
* Business Case Appraisals re ERP implementation.
* Salary Forecasting under Transfer of Undertakings Protection of Employee Regulations for use within Business Transfer Agreement
* Impact assessments and Cost/Benefit analysis, Planning, Budgeting.
* Variance/Trend/Sensitivity Analysis including Scenario planning.
* Internal and External Financial Benchmarking.
* Stakeholder Mapping and assisting with Risk Assessments on various Tri-Borough projects.
* Process mapping for Total Facilities Management and Managed Services projects.
* COA Mapping

**Finance & Systems Project Accountant**

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Imperial War Museums

Jul 2012 - Jan 2013 (7 months)

Internal Audit & Control, Financial Reporting, MS ACCESS :

**Cash Accountant**

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Legal Services Commission

Feb 2012 - Jul 2012 (6 months)

Treasury accounting, Management Reporting, Transactional processing

**Senior Finance Officer**

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Islington Council

Jan 2010 - Feb 2012 (2 years 2 months)

Returns to Home Office, Management of payments system, Business Process Redesign. Softbox, Cedar, Crystal Reports, Advanced Excel

**Management Accountant**

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Ministry of Justice UK

Jul 2009 - Jan 2010 (7 months)

* Assist the FC with recreating the management accounts
* Redesign the board reporting pack
* Improve the management accounting function - including automation wherever possible
* Assist in shortening month end to 3 days from 2 two weeks
* Complete balance sheet reconciliations
* Variance analysis and commentary
* Ad-hoc support for FC

**Financial Controller**

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National Express LTD

2008 - 2009 (1 year)

All aspects of finance function, eBIS, SQL, Crystal Reports, OpenAccounts, SAP, Hyperion, Horizon, OLAP Cube, Quickbooks, System Implementation, Patch upgrades

* Responsible for implementing Quickbooks
* Managed the year-end process
* Monthly review and challenge of the financial results based on reports and information prepared by Group Finance;
* Acting as an escalation point for Group Finance teams when resolving issues arising during the monthly financial close process;
* Preparing monthly Executive Committee financial summaries;
* Maintain an awareness and understanding of the key business drivers of the financial results;
* Supporting the reporting to the Audit Committees and Boards;
* Preparation of the annual financial statements including the production of the Strategic and Directors' report;
* Undertake periodic reviews of end-to-end processes and controls to ensure integrity of the general ledger;
* Maintain an awareness and understanding of the major risks, operational incidents and general ledger reconciliation
* Supporting the Director/CFO with required ad hoc reporting and requests.

**Finance Business Analyst**

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National Express LTD

2007 - 2008 (1 year)

eBis, OpenAccounts, Sequel Server Management Studio, SAP

**Systems Accountant (OpenAccounts, eBis)**

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Hackney Education

Mar 2007 - Jul 2007 (5 months)

eBIS, Open Accounts, Advanced Business Solutions, Data Warehousing, Business Intelligence Reports.

* Understanding and aiding all aspects of the use of the finance systems - including accounts payable, accounts receivable, inventory, fixed assets and general ledger accounting, CRM and BI reporting
* Month-end accounting; including creation of monthly reports required by management, monitoring system behaviour and key posting processes.
* Maintenance of finance systems including master data, query resolution, error reporting to an internal team of developers and in some cases an external support provider
* Work on projects; help influence decisions on improvements and controls within the finance systems and upstream/downstream systems
* Specifying, testing and supporting new initiatives such as the development of new processes and internal controls or system enhancements
* Daily query resolution and supporting the month end close process
* Assist financial controller with internal controls and queries
* Prepare required ad-hoc and regular reports on key activities

**Accounting & Finance applying UK/US GAAP and IFRS at:**

Bank of America/Ritz Hotel/WPP Group/Bell Pottinger/Canon Uk/Transport for London/Mindshare/Publicis

1999 - 2007 (8 years)

Maconomy, Sage, SAP, DDS, JD Edwards, Cognos, Oracle, Oracle OLAP Cubes

# Education

**ACCA**

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Completed, ACCA

**University of Reading**

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B.A Honours, Economics & Accounting

1996 - 1999

**Haberdashers Askes Hatcham College**

A Level, Business, Mathematics & Mechanics, Physics

1989 - 1996

**Dynamics 365 Business Central - Online Training**

**Dynamics 365 FinOps - Online Training**

**Dynamics Nav - Online Training**

**Oracle Fusion - online training**

**Oracle Cloud Suite - online training**

# Licenses & Certifications

 **Dynamics Business Central Finance Essentials** - Use Dynamics

 **Microsoft Dynamics Consultant** - Microsoft

**Microsoft Dynamics 365 Finance and Operations Functional Consultant** - Microsoft



# Skills

Financial Reporting • Managerial Finance • Strategic Financial Planning • Business Transformation • Microsoft Excel • System Administration • Business Process Improvement • Microsoft Dynamics NAV • Internal Audit • Business Analysis